

Hindu Temple Society & Hindu Cultural Center

Dear Devotees and Community Members,

We are pleased to announce an important update to improve the quality and management of Audio-Visual (A/V) services at the **Hindu Cultural Center - New A/V Service Structure**

To ensure consistent and professional support for all cultural events at Auditorium, Basement etc., A/V operations will now be handled by **designated trained personnel**, including:

- **Gopi - 617 870 1046 - \$25 per hour**
- Sai Prashanth - 518-514-8868 - \$25 per hour
- Dave TownTV - 646-919-1897 - \$50 per hour
- Kodi - 518-46-5631 - \$50 per hour (will be charged by HCC added to your Invoice)
- An additional trained A/V operator - community member if needed

All A/V equipment, including microphones, sound systems, and livestreaming, will be managed exclusively by these authorized individuals.

A/V Usage Policy

- Any event requiring A/V support in the auditorium must use the designated A/V personnel
- Independent handling of A/V equipment by others is not permitted
- This ensures proper setup, smooth execution, and protection of temple equipment

Service Fee

- A/V services will be provided at a rate mentioned above
- Payment will be made **directly to the assigned A/V operator**
- A minimum duration may apply depending on the event

Why This Change

This structured approach will:

- Improve audio and video quality for all events
- Ensure reliable source for devotees and audience
- Protect temple equipment from damage
- Provide better coordination and accountability

We believe this initiative will greatly enhance the experience for all devotees and event organizers while maintaining the sanctity and efficiency of temple services.

For any questions or to request A/V support, please contact the HCC Manager. Thank you for your continued support and cooperation.

With regards,

Temple Management

Hindu Temple Society of the Capital District

🙏 *“Seva through discipline leads to better service for all.”*

A/V EQUIPMENT QUICK CHECKLIST

✅ BEFORE TAKING EQUIPMENT

- ☐ Authorized to use A/V equipment
- ☐ Enter details in **Log Book (Name / Time / Items / Event)**
- ☐ Check all required items:
 - ☐ Microphone(s)
 - ☐ Mic stand(s)
 - ☐ Cables (XLR / AUX / Power)
 - ☐ Batteries

📡 SETUP CHECK

- ☐ Connect cables securely (no loose connections)
- ☐ Place mic stands safely (no obstruction to walkway/darshan)
- ☐ Turn ON microphone and test sound
- ☐ Check for:
 - ☐ Clear audio
 - ☐ No feedback/noise
 - ☐ Keep cables organized (no tripping hazard)

🔋 BATTERY CHECK

- ☐ Battery level checked
 - ☐ Replace if weak or dead
 - ☐ Keep spare batteries ready
 - ☐ Dispose old batteries properly
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DURING USE

- ☐ Handle mic carefully (no dropping/tapping)
 - ☐ Do not pull cables from wires (use connectors)
 - ☐ Keep equipment away from water/prasadam/oil
 - ☐ Monitor sound levels if needed
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AFTER USE (MANDATORY)

- ☐ Turn OFF all microphones/devices
 - ☐ Remove batteries (if not in regular use)
 - ☐ Coil cables neatly (no tangles)
 - ☐ Pack all items properly:
 - ☐ Mics
 - ☐ Stands
 - ☐ Cables
 - ☐ Return to **designated storage location**
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CLEAN & CLOSE

- ☐ Area cleaned (no trash/food left)
 - ☐ Equipment organized for next use
 - ☐ Update Log Book (Time IN / Notes)
 - ☐ Lock audio room (if applicable)
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REPORT ISSUES

- ☐ Damaged equipment reported immediately
 - ☐ Missing items reported
 - ☐ Do NOT attempt repairs yourself
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Audio Room Equipment Handling – Rules & Regulations

Hindu Temple Society of the Capital District

1. Purpose

To ensure all audio equipment is handled responsibly, remains in good condition, and is always ready for temple services and events.

2. Authorized Access

- Only **authorized volunteers or designated A/V personnel** may access the audio room
 - Equipment must **not be taken without permission**
 - Always **inform the A/V coordinator or temple management** before use
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3. Sign-Out / Sign-In Procedure

Before taking any equipment:

- Record in the **Audio Equipment Log Book**:
 - Name
 - Date & Time (Out/In)
 - Equipment taken
 - Event purpose

After use:

- Confirm all items are returned
 - Note any issues or damages
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4. Equipment Handling Guidelines

Microphones

Hindu Temple Society & Hindu Cultural Center

- Handle gently; avoid dropping
 - Do not tap or blow into microphones
 - Always switch OFF after use
 - Keep away from water, oil, kumkum, or prasadam
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Mic Stands

- Carry carefully; do not drag
 - Adjust height gently (do not force knobs)
 - Ensure stable placement during use
 - Return stands to designated storage area
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Cables (XLR, Power, AUX)

- Always **coil cables properly** (no tangles or knots)
 - Do not pull cables from the wire—hold the connector
 - Avoid stepping on cables
 - Keep cables away from high-traffic walkways when possible
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5. Battery Management

- Check battery level before every event
- If batteries are low or dead:
 - Replace with new batteries immediately
- Use **approved battery types only**
- Dispose of old batteries properly (do not leave in equipment)

Responsibility:

- Event organizer or A/V user must ensure batteries are available
 - Temple may maintain backup stock when possible
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6. Setup & Usage Responsibility

- Test all equipment **before the event starts**
- Ensure:
 - Mic sound is clear

- No feedback or noise
 - Monitor during use and adjust carefully
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7. Post-Use Responsibilities

After the event:

- Turn OFF all microphones and audio devices
 - Remove batteries (if long gap before next use)
 - Coil and store cables neatly
 - Return all equipment to **designated shelves/locations**
 - Lock the audio room (if applicable)
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8. Cleanliness & Organization

- Keep the audio room **clean and clutter-free**
 - Do not leave:
 - Food or drinks
 - Trash or packaging
 - Maintain proper arrangement for next use
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9. Damage or Missing Equipment

- Report immediately to temple management or A/V coordinator
 - Do not attempt self-repair unless authorized
 - Misuse or negligence may result in:
 - Replacement cost responsibility
 - Suspension of equipment access
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10. Prohibited Actions

- Unauthorized removal of equipment from temple premises
- Using temple equipment for personal/private use without approval
- Modifying or rewiring equipment
- Leaving equipment unattended in open areas

11. Accountability

All users are expected to:

- Treat equipment as **temple property (Seva responsibility)**
 - Ensure availability for the next devotee or event
 - Follow guidelines with discipline and respect
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12. Contact for Issues

For any problems or questions:

- A/V Coordinator / HCC Manager Office