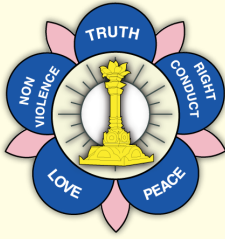


OM SRI SAI RAM



SATHYA SAI INTERNATIONAL ORGANISATION (SSIO)
HOSPITALITY COMMITTEE

Accommodation, Seating in Kulwant Hall and Venue to hold Meetings or Practise Programs for Group Pilgrimages to Prasanthi Nilayam

Group Leader / Contact Person	Date		
Designation	Zone	Region	
Address	Country		
	Group Arrival Date		
Email Address	Month	Day	Year
	Group Departure Date		
Phone Number	Month	Day	Year
Mobile Number	Participants		
Additional information / requests?	Men _____		
	Women _____		
	Boys _____		
	Girls _____		
	Total _____		
Request Hall for			
<input type="checkbox"/> Meeting			
<input type="checkbox"/> Practise Music/Drama			
<input type="checkbox"/> Other			
Starting on:			
____ / ____ / ____			
Ending on:			
____ / ____ / ____			
Total Days:			
Times:			
_____ AM/PM til			
_____ AM/PM			

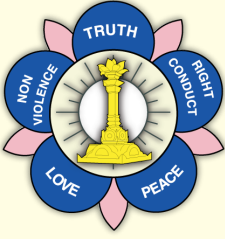
This form can be filled out electronically using Adobe Acrobat or a similar program. After entering all the required information, please save the PDF or printout and submit completed forms to:

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SATHYA SAI INTERNATIONAL ORGANISATION (SSIO)
HOSPITALITY COMMITTEE

Guidelines for Submitting Information for Group Pilgrimages to Prasanthi Nilayam

1. Pilgrimage groups from all countries of the Sathya Sai International Organisation (SSIO) should complete and submit the attached document to the Hospitality Committee **at least five months prior to travel to Prasanthi Nilayam**. The completed form should be first submitted to the Zonal Chairman through the National Council Chairman and the Central Coordinator. The Zonal Chairman will review and submit the form to the Hospitality Committee.
2. **The accommodation office or the Ashram authorities in Prasanthi Nilayam should not be contacted directly.**
3. On receipt of the completed group information, the hospitality committee will arrange for accommodation, Kulwant hall seating, and a place for daily meetings and rehearsal of programmes to be presented to Bhagawan. A group seva project within the Ashram could be arranged, if requested.
4. The Hospitality committee will coordinate with the Group Leader/ Contact Person and continue to guide and assist them until the final disbanding of the group.
5. If group pilgrimages are being planned in conjunction with Guru Poornima or Bhagawan's Birthday celebrations, the pilgrimage should be scheduled either before or after the official celebration dates.
6. Groups travelling for special celebrations such as Chinese New year and Buddha Poornima should keep the Hospitality Committee informed. (The Zonal Chairman or National Council Chairman is responsible for submitting the information).
7. To assist in the allocation of rooms, a spreadsheet with the time and date of arrival and departure for group members must be submitted to the Hospitality Committee at least three weeks prior to arrival in Prasanthi Nilayam. Recommendations by the group leader for allocation of rooms for individuals and families will be helpful.
8. Special needs for group members should be submitted early. (e.g. disabled, etc.).
9. All devotees should observe the Ashram rules.