

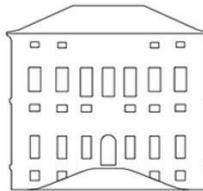
C A S A M A D R E

GUIDELINES FOR HOSTING INTERNATIONAL PUJAS IN CABELLA

SOME USEFUL CONTACT DETAILS			
WF general manager	Ezio Prandini	ezio.prandini@shrimatajifoundation.org	+393453181904
Hangar coordinator	Valentyn Leontiev	valentyn.leontiev@casamadre.eu	+380672092119
Kitchen reference person	Gabriele Kratschmann	Gabriele.kratschmann@gmail.com	+436767555598
Registration Desk	Carmen Ramos	carmen.ramos@shrimatajifoundation.org	+393420023502
Green Team	Valentyn Leontiev	valentyn.leontiev@casamadre.eu	+380672092119
Shopping	Maya Prandini	mayaprandini@gmail.com	+393517724113
Transport	https://cabellatransport.com/ ; Guide to reaching Cabella – Casa Madre		
Video-Audio Team	Maximilian R. Madhu Matias Kenny	Madhu1008@gmail.com matiaskenny@gmail.com	+436607367226 +447872942783
Pujari	Antonio Scialò	antonioscialo@googlemail.com	
Castle	Emanuel Rivière	emanuel.riviere@casamadre.eu	+393516511871

Puja Invitation and Registration

- The puja invitation to the Sahaja Yoga collective is the responsibility of the hosting countries and should be sent out in good time i.e. **at least three weeks before the event.**
- The invitation should be sent out in the name of the hosting countries, NOT of the World Foundation.
- When the invitation is ready, please contact Agostino Condoluci before sending it out to the world collective (agostino.condoluci@casamadre.eu).
- Casa Madre will create a pre-registration page for each puja, that will be published on the Casa Madre website (www.casamadre.eu) and inserted in the invitation page.
- The Puja Registration will be managed by the World Foundation and Casa Madre with representatives from the hosting countries.
- All the yogis **need to bring their passport or i.d. at the Registration Desk** when registering for the puja.



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Hosting Countries Zoom Meeting

- The meeting will be available via the **International Hosting Countries Zoom account**.
- Please arrange the streaming in advance by sending the **date and time** to Agostino at: agostino.condoluci@casamadre.eu

How long is the Puja Weekend?

Strictly speaking the puja weekend starts with **Friday night dinner** and ends with **Monday morning breakfast**, although many people arrive earlier and leave later. **It is compulsory for all yogis to pre-register beforehand.**

Contributions in the costs

The World Foundation offers the use of its properties and infrastructure to the hosting countries free of charge, by way of a contribution to the advancement of Sahaja Yoga. All the management is under the Casa Madre Impresa Sociale Srl ETS, the operative arm of the WF.

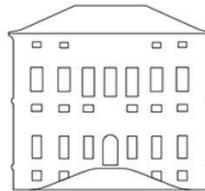
Certain areas of activity are usually funded by the hosting countries themselves, over and above the puja fee. Such activities are considered their personal offering to Shri Mataji (and to the participating sahaja yogis), as hosts of the event. Typically, they will include the evening entertainment (including the cost of any guest artists), decoration of the hangar and stage, flowers and plants, prasad, fireworks etc.

What does the Puja contribution cover?

The structure of the minimum contribution is as follow:

- The contribution of participation in the puja seminar **includes the free use of collective accommodation and the cost of meals**. The amounts donated are partly used to cover the general organizational costs of the seminar (food, the costs of water, gas, electricity, tax, the hire of the marquee and mobile toilets etc.) and partly to cover the ongoing Foundation's projects such as the maintenance of the Castle, the Albera Sahaja Yoga Camp, Centrassi Villa, the Cabella International Sahaja School (CISS) etc.
- **Western Countries – suggested contribution:** Adults €129 - Yuvas (18>27 year) € 61 – Children (9>17) €41 – Children up to 8 free of charge
- **Eastern and developing Countries – suggested contribution:** Adults €90 - Yuvas (18>27 year) € 45 - Children (9>17) € 25 - Children up to 8 free of charge
- Guru Dakshina is no longer collected on the occasion of pujas. However, all participants are invited to make an additional, voluntary donation to the Foundation for each new project.

People arriving earlier or staying on after the puja are expected to give an extra donation for both their board and lodging expenses.



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Albera Sahaja Yoga Camp

During the Puja Seminar, the hosting countries will take over the management of the Albera Sahaja Yoga Camp in accordance with the hangar coordinator.

The hangar coordinator is Valentyn Leontiiev

valentin.leontiiev@casamadre.eu

+380672092119

Please refer to him for anything in the Camp, moreover please listen carefully to his instruction regarding Health and Safety and Security.

At the beginning of the weekend there should be a meeting between the hangar coordinator/Casa Madre representatives and the reference people designed by the HC to organize the different tasks (kitchen/toilets cleaning/rubbish collection etc).

Ideally, before the beginning of the weekend, the HC should make sure that a number of yogis sign up to help in the different tasks, putting their name and telephone number. Each designed reference person will then be able to contact the people on the list if they don't show up for the chosen shift.

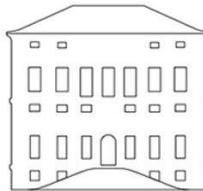
Facilities and amenities of the Albera camp include:

- The Hangar
- Toilets (x9) and showers (x9) for men and women near the hangar
- Toilets (x4) and showers (x4) for women and men above the kitchens
- Around 50 canvas tents set up on the land adjacent to the kitchen area and in the camping area called *Frutteto*, close to the entrance road
- Kitchen area at the Mulino with industrial cooking equipment, dishwasher, new storage room and fridges room.
- Covered area for eating and serving food with tables and chairs for about 500 people.
- A bar/café
- Gazebos for stands and stalls
- Parking facilities
- **ONLY** for Guru and Shri Ganesha Puja, due to the many yogis attending, we might rent the gym hall in Cantalupo.

The properties, facilities and amenities should be handed back to the Foundation clean and tidy after the seminar.

Improvements and Building Work

Please consult with the hangar Coordinator before undertaking anything that would alter the present set up or have a permanent impact on the complex.



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Sleeping Arrangements during the Puja Weekend

- Due to Italian regulation, the Hangar is a Conference hall and for this reason **IS NOT ALLOWED TO SLEEP INSIDE**. Special exceptions only in case of bad weather, strong rain and storm.
- At the registration everyone **will receive a bracelet, it is compulsory to wear it** always in the Camp, only this will give the right to participate at the seminar. Those without the bracelet can be asked to leave the Camp.
- Sleeping space is available in the WF's canvas tents at the camping area near the kitchen at the Mulino and in the camping area close to the entrance road, the Frutteto area. People are free to pitch their own tents, **only where it is permitted**.
- Those who want to stay at the Camp **before and/or after** the Puja Seminar (weekend from Friday evening to Monday morning) should communicate at the registration desk the date of arrival/departure and leave a donation, per day per person, as contribution to the facilities expenses.
- Hosting countries are invited to encourage separate sleeping arrangements for men and women.

Board and Lodging for Hosting Countries Helpers

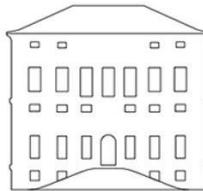
- Hosting countries helpers coming earlier are required to pre-register for any meals in the days before and after the puja.
- Food will be prepared and served in the Castle by the World Foundation volunteers for all helpers from hosting countries in the week leading up to the puja and only **previous registration**. Food donations are due accordingly. When helpers get beyond a manageable number (40 people), the kitchen will be transferred to the Mulino kitchen in the Albera Sahaja Yoga Camp.
- Hosting countries take over the Mulino kitchen on Friday afternoon after consulting with the OSA, Head Chef Cook, and the shopping coordinator.

Managing the Kitchen

Managing the kitchen successfully is crucial for the overall success of the seminar.

The Foundation provides the **shopping** and a **reference person** which will make sure that all the Health & Safety and Hygiene legal regulations are met. Hosting countries should provide cooks and volunteers to help with the meals. There are some new rules in the EU about Food Health & Safety Policy, with which we have to comply, so we all need to know the following information and act accordingly:

- A **self-control plan HACCP** (Hazard Analysis and Critical Control Points) has been drawn up, and needs to be followed and respected by all those working in the Annapurna kitchen during the Pujas.
- This plan identifies **one person who is responsible for all activities (OSA)**. This person signs the licenses and permits and will be responsible before the Authorities in case of inspection regarding the HACCP Plan. The official OSA for Casa Madre is **Elena Onestà (+39 3349621156)**.



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- As the OSA has been specifically trained and knows all the latest EU & Italian rules and regulations, he will have to train the kitchen staff in advance. Therefore **all the kitchen staff should be present the Friday morning of the puja weekend, before starting work, to receive all the necessary instructions, and should apply them at all times.**

Key points of the **HACCP plan are the following:**

- The **Menu has to be delivered in advance**, including a list of all the ingredients (in case of inspection, the Authorities will check it).
- **Personal Hygiene of all those working in and around the kitchen area.** Proper kitchen hat and apron should **always** be used during the permanence in the kitchen area.
- **Check and control** of the food when received and properly stored (with respect to the cold cycle)
- **Cook** in accordance with the safety rules with regards to the equipment and the environment
- **Serving** the meals in a safe manner, keeping the hygiene rules in mind
- Throughout all the workflow; keep utensils, equipment, floor and entire environment **as clean and as safe as possible**
- Washing the plates and cutlery properly and safely, dry them all only with disposable paper towels
- **Clean** and wash the entire kitchen including all the equipment.

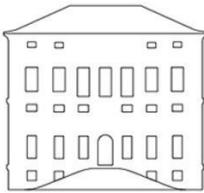
In order to better comply with these rules, we suggest forming at least **two working teams**:

1. **Cooking Team:** the Cook and the helpers who will prepare the food (plus one person responsible for washing the utensils and all the relevant surfaces as and where needed.)
2. **Cleaning Team:** a team responsible for cleaning the serving and eating area, serving the meals, washing up, and clearing the entire kitchen at the end of the shift.

If an inspection occurs, and in case of violation of the rules, a fine will be applied that can vary from a few hundred to thousands of euro depending on the violation. In the worst case, the authorities could also close the kitchen preventing us from using it for the season. For this reason, we strongly recommend that everyone pays careful attention to the rules and the initial instruction

The kitchen will be handed over to hosting countries clean and in working order. It should be handed back in the same condition.

The meals before the Friday dinner and after the Monday breakfast should be paid separately as they are not included in the Puja weekend. Those who would like to eat at the Mulino, should register in advance on the Puja Website. When the number of attendees decreases under 40 people, the food will be cooked at the Castle and one should call Olga at: +39 351 567 6748 to reserve lunch and/or dinner.



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Shopping and the Menu

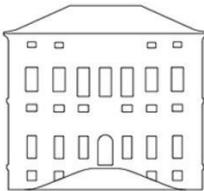
- Hosting countries suggest the menu and the shopping in collaboration with the shopping coordinator: Maya Prandini at mayaprandini@gmail.com +393517724113. As a general guideline, the menu should not involve a cost of more than €3 of food cost p.p. per meal. It is **compulsory** to send the suggested menu at least **two weeks before the Puja**, to organize the shopping and to comply with the new EU regulations.
- Shopping will be managed so that we should avoid as much waste as possible, consume locally available and season's growing vegetables and fruit. Small packages and mono-portions will be avoided wherever possible.
- Also plastic cutlery and containers should be avoided as much as possible.

Washing the dishes

Casa Madre has two industrial dishwashers for the kitchen, simple instruction on how to operate these machines will be provided to ensure correct use. This means we do not have to use disposable plates which reduces by about 60% the volume of rubbish. As hosting countries, you will need to have enough people to operate the machine during and after meals and appoint one responsible person that will check the correct use before and after each shift. No special competence is required other than due care and attention for a very expensive machine.

Use and Maintenance of Toilets

- There are men and women's toilet and shower facilities adjacent to the hangar and above the kitchen in the 'Mulino' area, near the marquee.
- Additional mobile toilet facilities for men and women will be available depending on numbers of participants to the puja seminar.
- Toilet and shower facilities will be handed over to hosting countries clean and in working order. They should be handed back in similar condition.
- If there are plumbing problems hosting countries should immediately inform the Hangar coordinator.
- Cleaners will need to be appointed by hosting countries for the all duration of the seminar and required to stay longer after the seminar to clean all the facilities in the Camp area.
- An **external cleaning service** can be provided by Casa Madre if the HC are willing to pay for it. In this case **Casa Madre has to be informed at least one month before the puja** in order to organize the service.



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Rubbish Separation and Management

- It is the job of the hosting countries to manage the rubbish over the puja weekend and they are asked to collaborate with the Green Team coordinators to ensure that the rubbish is separated accordingly.
- Rubbish separation is quite a complex issue because it involves thinking about what happens to the rubbish after it leaves Cabella. It also requires a lot of hard work in educating the Sahaja Yogis attending the pujas and motivating all to make an effort and collaborate.
- The rubbish should be collected every day and moved to the big containers at the Mulino. It will be then collected by the local waste service.

News about Stalls and Stands

- Starting from 2026, Casa Madre will no longer host fundraising or handicraft sales stands at the camp. Over time, we have noticed that these activities—though beautiful and full of dedication—tend to draw much attention away from the essence of our presence in Cabella: pujas, meditations, collective camp activities (cooking, cleaning ecc), and subtle work.
- In the same spaces where the stands used to be, informative displays will be found introducing each collective project. Every display will feature a QR code, which you can be scanned to donate directly to the specific project.
- Casa Madre is also exploring the creation of a dedicated space, entirely separate from the camp, where artists and creators will have the opportunity to showcase and offer their works in harmony with our collective vision. More detailed information on this point will be shared soon.

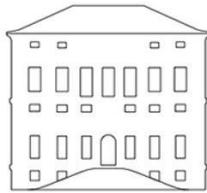
Doctor on Call / First Aid

- Casa Madre will provide a first aid equipment and a defibrillator at the reception desk and an ambulance service nearby for the whole weekend.
- Hosting countries should supplement this service by providing the Registration desk with the name of any doctors attending the puja from their collectives who are willing to be on-call over the weekend.

Transport

- It is the responsibility of the hosting countries to set up and manage a shuttle service to and from the airports and in and around Cabella and, eventually, to and from the sport hall in Cantalupo.
- There is a dedicated website <http://cabellatransport.com>
- Transport Assistance: trasport.cabella@gmail.com
- If you wish to organize your own transport, please visit: <https://casamadre.eu/en/guide-to-reach-cabella/>

Health & Safety (H&S)



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- Casa Madre provides professionally trained fire-safety officers to oversee safety in the hangar and in the camp area. They can be identified by the band on their arm with written ‘Security’ on them. Hosting countries are required to respect their instructions (with particular attention to emergency and evacuation procedures and measures) and to assist in enforcing them with the general public.
- It is **STRICTLY FORBIDDEN** for anyone to work at heights (i.e. higher than 2 meters from the floor) without the express permission of the Hangar coordinator. Permission will only be granted to people who have the qualifications required by law.

Dogs

For H&S reasons **Dogs are NOT** allowed in the Hangar, in the collective tents, in the kitchen and in the eating area. Please ensure there are notices published in the camp.

Minors

Parents are fully responsible for all (their) children up to the age of 18. Parents must be aware that any child behaving in a way deemed harmful to the dharma of Sahaja Yoga will be asked to bring them home.

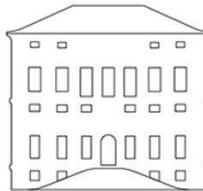
Any minor (<18) on the premises must be under the formal care of a supervising adult. **In the absence of their parents, children under 18 must bring a signed document from their parents with the name and telephone number of the person who is responsible for them during their stay in Cabella.**

Teenagers are expected to participate and attend evening programs and meditation.

Anyone found behaving in an improper manner that puts Shri Mataji’s and Sahaja Yoga’s name in a bad light or in a manner disrespectful to Sahaja Dharma, will be asked to leave Cabella and return home.

The following health and safety announcements should be made at the programs regularly:

- **No dogs** allowed in the hangar, in the collective tents, in the kitchen and in the eating area.
- **Walking** to and from the village: **in single file against the traffic**. At night, with a torch, **wearing a reflective yellow vest**. Drivers, should **NOT stop** along the way to pick people up.
- The camp doctor can be contacted at all times at the registration desk (or other assigned place) at the following nr. **+39 3920703568**
- Parents of children under the age of 18 must supervise and monitor their children at all times.
- Keep valuables **with you at all times**. It is very easy for thieves to infiltrate the Sahaja Yoga camp.



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Audio and Video

There is a permanent team for video, audio and lights. Any special needs should be referred to Maxilmilian R. Madhu and Matias Kenny (see contacts above).

Streaming Information

The events will be available on the **Shri Mataji Foundation YouTube channel**: <https://www.youtube.com/@ShriMatajiFoundation>

Events to be streamed:

- Friday evening program
- Saturday evening program
- Sunday International Puja

Please send the **YouTube thumbnail** in advance to create the livestream event to: agostino.condoluci@casamadre.eu

Camp Security

In recent pujas there have been a lot of incidents of theft at the puja camp, especially during puja and evening programs. The Foundation will provide people to coordinate the security efforts, but hosting countries are required to provide **at least six helpers during the seminar weekend**.

Parking

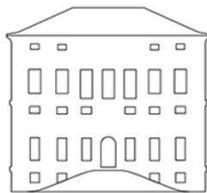
- Traffic wardens/parking attendants will need to be appointed by the hosting countries.
- Participants are **not allowed** to park **at any time** on the state highway that runs along the side of the Albera SY Camp. This is especially a problem in the late afternoons/evenings in the lead up to the puja and evening programs.

Flowers for stage decoration

- Please refer to the World Foundation (reference contact: Carmen Ramos +39 342 002 3502) if you need assistance for ordering flowers for the puja.
- The WF's truck is at the disposal of hosting countries for this purpose.
- A makeshift cold room and preparation area for flowers can be set up in a couple of gazebos behind the Hangar, near the stage.
- Flowers for the Castle and for the stage are paid for by the hosting countries.

Prasad

- Hosting countries may ask the WF to add "prasad" on the shopping list for the meals.
- Prasad is paid for by the hosting countries.



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Pujari

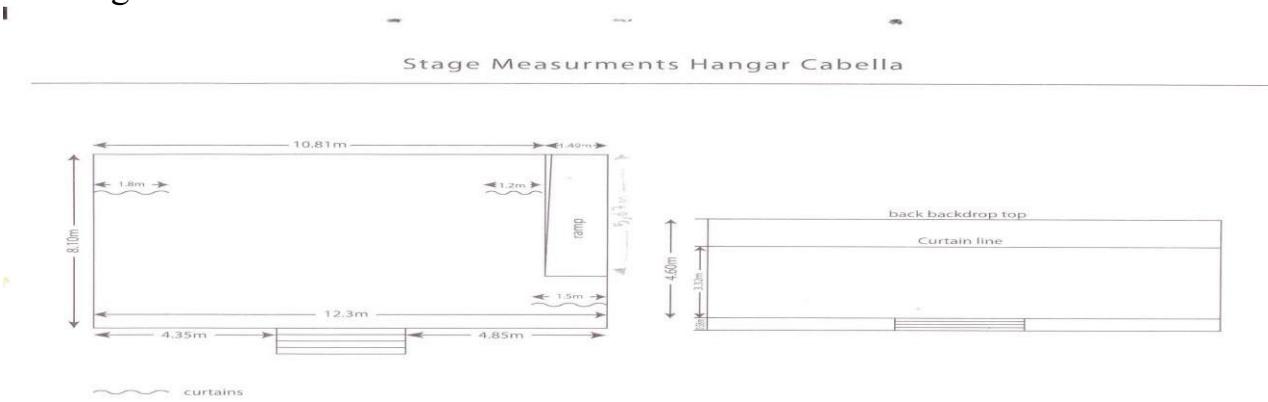
There is an international team of Pujari headed by Antonio Scialo (antonioscialo@googlemail.com). Hosting countries should refer to Antonio to ensure that everything needed for puja has been provided for.

Fireworks (optional)

- If hosting countries wish to provide a firework display, they should contact Ezio Prandini (ezio.prandini@shrimatajifoundation.org) who can make the necessary arrangement for permits, buying and shooting the fireworks.
- 700 euro will pay for a reasonable display. 1,500 euro will give a very good show. For something exceptional, it will be necessary to pay 2,000 euro or more.
- Fireworks are paid for by hosting countries.
- At least a two-week notice is required.

Decoration and preparation of the Stage and Area around the Hangar

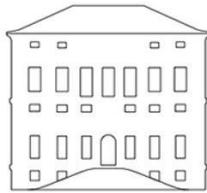
- This is the responsibility of the hosting countries only in agreement with the Casa Madre's coordinator. Due to Health&Safety's law regulations, your decoration and preparation's plan should be submitted sometime before the puja for approval.
- Please refer to hangar coordinator for chairs, carpets and tables.
- It is strongly suggested not to print Shri Mataji's picture on a plastic backdrop, actually it's compulsory by local legislation to use **fireproof and possibly natural material** for your artistic creations. Bring with you fireproof certification of the materials used
- The stage dimensions are:



Refreshments for Shri Mataji's Family

Hosting countries take responsibility for ensuring that refreshments are available for Shri Mataji's family while at the hangar. For help and information, please refer to Emanuel Rivière (see contact details above).

Indications more specific for the puja preparation



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Preparation list for each Puja - Flower department

Friday

- Shri Mataji's room decorations in the castle
- Shri Mataji's hall decorations in the castle
- Bouquet to ask Shri Mataji's permission before starting the weekend from the hosting countries.
- Shri Mataji temple decorations in the hangar
- Garland and plate of aarti before evening program starts

Saturday

- Shri Mataji's temple decorations in the hangar
- Garland and aarti plate before evening program starts
- Decorate the stage in the hangar
- Small bouquets for artists if invited.

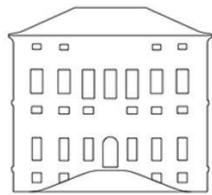
Sunday

- Car decoration
- Stage decoration:
 - Minimum 3 carpets on the stage
 - Small table with candle/oil lamp, fan, glass with water, toasted chickpeas, shell, coconut
 - The chair cleaned with rose water and decorated with saree or silk fabric
- Small temple decoration
- Shri Mataji's room decorations in the castle (Resetting .. no need to buy new)
- Shri Mataji's hall decorations in the castle (Resetting .. no need to buy new)
- Bouquet to invite Shri Mataji before starting puja from host countries.
- Flowers to decorate the thaali under Shri Mataji's Feet
- Flowers for Prasad
- Flowers for Lakshmi basket
- Bouquet by the Foundation
- Bouquet by Hosting countries
- Bouquets ordered from various countries.

Hangar department

- Thoroughly clean hangar
- Spray rose water in entire hangar
- Dhoop with ajwain and myrrh to purify hangar
- Rugs for people
- Chairs to keep emergency exits free.

Monday



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Bouquet to be offered with Guru Dakshina by hosting countries