



## Event Programming Preparation Form

Date of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Person in charge of event (Organizer) : \_\_\_\_\_

The undersigned is responsible for the planning and implementation of this event from start to finish. If any office assistance is needed for publicity, room arrangements / set up, kitchen use, audio/visual equipment, taking reservations, or anything else, you must notify the office at least one month in advance.

Signature: \_\_\_\_\_

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Here is a handy checklist that may be helpful when planning your event.

\_\_\_\_\_ Publicity – If bulletin or other office publicity is required, you must have the information to the office in time to meet the deadlines. All publicity must be run through the office for approval.

\_\_\_\_\_ Bulletin (5<sup>th</sup> of month prior to publication)

\_\_\_\_\_ Friday Flyer (Wednesday)

\_\_\_\_\_ Email Blast (Wednesday)

\_\_\_\_\_ Bimah Announcements (Wednesday)

\_\_\_\_\_ Flyers inserted into bills (20<sup>th</sup> of the month prior to billing)

\_\_\_\_\_ Posters (Must be produced by organizer. Office will provide the easel)

\_\_\_\_\_ Room Set up Sheet – The room set up sheet needs to be turned in to the administrator at least 4 weeks prior to the event.

\_\_\_\_\_ Reservations – If you would like the office to keep the reservation list for your event, you must notify us 4 weeks in advance so that the tracking sheet can be set up and the process put in place. If the office is tracking reservations, you also must notify us of any alternate methods of RSVP that you have set up – facebook, evite, etc.

\_\_\_\_\_ Food – If food is being served, the organizer must arrange for the food to be purchased, brought here, prepared, served and cleaned up. This can be done by the organizer, or by designated volunteers. Food necessary may include lunch, dinner, dessert, drinks, coffee, Challah for the tables, or other items.

\_\_\_\_\_ Volunteers – If volunteers are needed for this event, the organizer is responsible for obtaining the necessary number of volunteers and assigning their duties.

\_\_\_\_\_ Decorations – The organizer is responsible for obtaining decorations or arranging for the use of existing synagogue decorations. The organizer is also responsible for putting out the decorations on the day of the event.

\_\_\_\_\_ Kitchen use – If kitchen use is necessary for your event, the organizer is responsible for scheduling the time needed and equipment needed with the office. If food is to be prepared, a mashgiach or certified kitchen volunteer will need to be on hand to supervise.

\_\_\_\_\_ Audio / Visual and other equipment – The organizer is responsible for coordinating the equipment needs with the office to find out if the equipment is available for use for their event. Equipment includes television, dvd player, microphone, podium, and stage.

\_\_\_\_\_ Set Up and Clean Up – The organizer is responsible for coordinating the set up and clean up of the event. Set up includes decorations, arrangement of buffet tables, and putting out all necessary supplies. Clean up includes clearing all tables and the buffet, washing dishes, and cleaning the kitchen.

\_\_\_\_\_ Participant Check In – The organizer is responsible for having a person in front of the door with the reservation list to check people in. If the office is keeping reservations, you will be provided with a list of the reservations received and a set of self adhesive dots if necessary.

\_\_\_\_\_ Contingency Plans – If there is a certain number of people that are necessary for the event to be held, the organizer is responsible for having a cancellation policy and how the cancellation will be handled and prospective attendees notified.

The custodians will be responsible for setting up the room as specified on the set up sheet, obtaining any additional equipment needed, and cleaning floors and emptying trash after the event. They will also set up and knock down the buffet tables.

If you are planning a Friday Night Dinner or other Shabbat related events like Havdallah, there are other requirements that need to be met. See the Synagogue Shabbat Event Guidelines Form, which can be obtained from the office.