



TEMPLE ALIYAH
CREATING COMMUNITY • CELEBRATING TRADITION

Event Planning Guide

Getting Started

1. Think about the goal of the program and how does it fit in with your committee's mission statement? Topics to consider include:
 - a. Target audience.
 - b. Partnering with another committee/group.
 - c. Is this program for TA members only or for the whole community?
 - d. Work with the office to find an appropriate date and time and to book your event.
2. Determine your budget with your VP.
3. Create your subcommittee for this event if needed.
4. Book your speaker/vendors for the program/event.
5. Work with you're the office to determine food needs.
6. Work with the office to determine any possible childcare* needs.

8 weeks before event

1. Continue working with your subcommittee to plan the event.
2. Check in with office.
3. Work with the office to fill out [Event Form](#).
4. Do you need an RSVP form created? Send details to the office. Select RSVP by date.
5. If your program is hybrid, ask office to create a zoom link.
6. Develop publicity plan, including dates, with office staff. Here are the various ways that we publicize our events:

8 weeks before event (cont'd.)

- a. **Coming Up** (weekly; coming out on Thursdays, submission deadline prior Monday).
 - b. Email with just your event sent to entire community (we limit the number of these to go out so as not to inundate our members; only with approval of Melissa).
 - c. Front Page of Website
 - d. Shabbat Announcements.
 - e. Social Media (under construction).
7. Discuss room location/site with office staff (subject to change).

4 weeks before event

1. Continue working with your subcommittee to plan your event.
2. Does the office have your **Event Form**?
3. Have you given your publicity to the office?
4. Has food been arranged, if serving?
5. Confirm with office that childcare *has been hired, if using.

2 weeks before event

1. Event Form has been submitted.
2. Discuss possible changes to Event Form.
3. Make adjustments to any publicity language.
4. Arrange for someone to greet people at the door. (Remember: we need to be welcoming).
5. Arrange for set up and especially breakdown for events on Sundays
6. Delineate day of responsibilities to your volunteers.

7. Arrange for someone to arrive 45 minutes early to prepare the coffee and find someone to clean and empty when program is finished.
8. Consider any special arrangements and discuss with office if necessary. Special arrangements might include bimah flowers/baskets, special candy.

Week of Event

1. Check in with office. Any special requests (name tags etc.).
2. Confirm room set up.
3. Confirm zoom login.
4. Practice logging on (this is important, because security code goes to staff members the first time you log in).
5. Check in with volunteers.
6. Arrange for someone to take pictures.

Day of Event

1. Confirm time for food and any other deliveries.
2. Test microphones and zoom link. (By now, you should have already logged in and should not have any trouble with the zoom link. Nevertheless, it would be beneficial to log in at least 30 minutes early so that we can work on any unanticipated issues).
3. Place name tags at entrance.
4. On days that we can write, include sign-up sheet asking for participants' names and email addresses.
5. Arrive early to confirm that everything is in place and as you expected.
6. Be welcoming to everyone at program.
7. Take pictures.
8. Enjoy!

After the event

1. Give the [bookkeeper](#) any receipts for reimbursement.
2. Send thank you to volunteers and staff support.
3. Make notes on success and areas of improvement for future programs and deliver to your VP.
4. Put pictures on the website.

*We will make every effort to meet childcare needs. We have a long list of approved childcare providers that we use. Nevertheless, childcare is not guaranteed until we hire a provider.