

MEETING/PROGRAM/EVENT CHECK LIST

Are you in charge of a meeting, program or event that will take place at Etz Chaim? Then this check list is an essential document you will need so that your event runs smoothly.

SECURING A DATE:

- Select the date you would like (check the website calendar for possible conflicts).
- Have an alternative date in case your first choice isn't available.
- Contact the administrator, asking that your date be placed on the official calendar.
- Set a time for your event to start and approximately end.

SECURING SPACE:

- What room(s) will you need?
 - Classrooms?
 - Social Hall?
 - Sanctuary?
 - Lower level?
 - Kitchen?
 - Library? No food allowed
 - Lobby?
- Will you need a custodian on the premises? (This may incur an additional cost to the committee)
- Does someone have keys to the building and a security code if necessary?
- [Contact the Administrator at least 10 days before your event with details of the set up you will need.](#)

ROOM USAGE:

- Does the room(s) to be used need to be rearranged?
- Do you need tables? How many?
 - Rectangular? (seat 10 people)
 - Round? (seat 8 people comfortably)
- Will you need chairs? How many?
- Will you be covering the tables?
 - Using the synagogue green tablecloths? We own 12 rectangular, 12 round. Whoever uses these are responsible for

taking them home, washing them, rehangng them, and returning them.

- Renting tablecloths? (The office can help with this.)
- Buying plastic? (Consider the environment.)
- Will you need to use any audio or video equipment?
- Do you know how to work all of the equipment necessary for a successful program?
- Your group will be responsible for leaving rooms in a clean condition and possibly setting up the room(s) for the next event.

COST FOR YOUR EVENT:

If charging for your event, you **must notify the synagogue bookkeeper** with all the details. Keep these things in mind when planning:

- Determine the cost of your event. What is your break-even mark?
- Is this a fundraiser? What is your goal?
- Will there be different charges for adults and children?
- Will there be upfront costs?
 - What line item in the budget will they come from?
- As money is collected, what budget line item should they be applied to?
- Will you need to be reimbursed for any costs incurred?
 - You will need a tax letter (for shopping...no sales tax will be reimbursed, so call the office to obtain one).
 - You will need to fill out a reimbursement form.
 - Make sure to keep your receipts to turn in.
- Do you have a registration or reservation form that will need to be returned?
 - Make sure to list who the checks should be made out to
 - Make sure you list where & who to send the forms and checks in to
- What do you need the office to keep track of?
- Who is the committee liaison...let the office know?

MISC:

- Will you have anything delivered for your event?
 - Food?
 - Tables?
 - Chairs
- Does the office need to have a check to pay someone?

PUBLICIZING YOUR EVENT

Assign someone on your committee to be in charge of this area.

- All publicity needs to be sent to the Administrator at cec.admin@congetzchaim.org
 - Be sure to include who, what, where, when and how.
- Do you want this event publicized to the outside community?
 - Send information about your event at least 4 weeks ahead of time for newspaper placement.
 - The press release will be written for you.
- For the ebulletin and website publicity:
 - You will need to write a short article and include a sign-up sheet if applicable.
 - Information can be posted on the website immediately and the ebulletin schedule can be found on the website.
- For Friday night Shabbat announcements:
 - Write something short but with all the pertinent details.