

Congregation Or Atid

Program Proposal and Checklist

Submit by email to Thea Bader (ttbad@yahoo.com) or to Linda Rosenburg in the office.

Date Submitted _____ **Your Name** _____

Event Chairperson _____

Contact # and email address _____

Event Name _____

Proposed Date(s) of Event _____

Proposed Time: _____

Admission Cost _____ **RSVPs to** _____ **by** _____

Is Rabbi Finestone's Presence Necessary: yes____ **no**____
(If answered yes, please contact her at least 2 months in advance)

All Committees involved in event planning:

Program Description: (check below at least one)

- _____ Jewish education
- _____ Social Action
- _____ Israeli Affairs
- _____ Adult Social Events
- _____ Ritual Events
- _____ Holiday Programs
- _____ Other

Detailed Description:

Target Audience (including Geography):

Give approximate numbers for all that apply: Families with young children _____
Teens _____ Adults only _____ Members only _____ Non-members _____

Communication checklist:

Communication to appear in the following (circle all appropriate vehicles, lead time indicated)*:

Newsletter (2 months)

Or Atid Website (2 months)

Weekly e-mail to members (2 weeks)

Separate e-mail to members (1 week)

School Communications – flyer

Calendar listing in NPP(1 month)

NewspaperAdvertising (1 month)
budget:_____

Flyer for surrounding towns (1 month)

CJP Metrowest E-vents(1 month)

Flyers to JCC Pre-school (1 month)

Shalom Boston (6 weeks)

Other publicity:_____

Program Tasks to Be Completed (indicate name of person responsible):

Publicity:

_____ Information to Carol Goldman at least two months in advance for articles and/or blurbs in the local newspapers and internet sites. (see above)

_____ Posters/flyers to distribute in religious school/JCC preschool/locations in surrounding towns.

_____ Information at least one-two months in advance to Merrill Buchhalter for publication in the Or Atid newsletter.

_____ Information at least one-two months in advance to Steve Shoyer for Or Atid website publicity.

_____ Photography at the program if appropriate for publication in newspapers or newsletter.

_____ Prepare article for subsequent publicity.

Refreshments:

_____ Contact Sara Abramovitz (at least two months in advance) to coordinate with the Kitchen Committee regarding kosher food to be offered.

_____ Arrange a sub-committee for set-up and clean-up.

Building:

Contact Linda Rosenburg for the following:

_____ Availability of the building (specify requested rooms).

_____ Access to the building.

_____ Custodial services.

_____ Need for general RSVP services.

Date reviewed by President _____ Date reviewed by VP of Programming _____