|  |  |  |
| --- | --- | --- |
| **Event Type**  New, Change, Cancel | **Event Name** | **Event Date/Time** |

| Done? | Task | Description | Contact |
| --- | --- | --- | --- |
|  | Calendar | Check [Bet Aviv calendar](https://betaviv.org/events/) and [Federation calendar](https://www.jewishhowardcounty.org/calendar) on website for potential conflict. Notify [Geri Epstein](mailto:geri_epstein@yahoo.com) of any new event or change (of day, time, location, etc.) Geri will keep the web calendar updated. | [Geri Epstein](mailto:geri_epstein@yahoo.com) |
|  | Clergy | Event coordinator to contact all clergy and staff needed. Date may need to change to accommodate Rabbi’s availabiltiy | [**Rabbi Joseph**](mailto:rabbijoseph@betaviv.org)  [**Beth Rubens**](mailto:bethrubens@gmail.com)  [**Guzal Isametdinova**](mailto:guzal.isamet@gmail.com) |
|  | Budget considerations and tracking | Include what category this event should be charged to and whether cost is considered a passthrough or donation to Bet Aviv. A budget with expenses and income should be generated. Does the board need to approve the event and budget? | [**Darla Strouse**](mailto:darlajane13@gmail.com)  [**Art Brody**](mailto:artbrody@comcast.net) |
|  | Event Schedule and Security | Create an event schedule to include  Start time and end time of event  How much earlier than start time security is needed  How much later than end time security is needed  Notify [Hal Kassoff](mailto:halkassoff1@gmail.com) to schedule giving him the Event schedule | [Hal Kassoff](mailto:halkassoff1@gmail.com) |
|  | Facilities and room set-up | Including audiovisual ([Howie Feldmesser](mailto:Howard.Feldmesser@jhuapl.edu)) and livestreaming ([Azi Siner](mailto:azi@aziandlaura.com))  Coordinating with OMI; room reservations and room setup through [Lin Mascia](mailto:office@betaviv.org)  May need to revisit clergy if desired date/time is not available. | [Howie Feldmesser](mailto:Howard.Feldmesser@jhuapl.edu)  [Azi Siner](mailto:azi@aziandlaura.com)  [Lin Mascia](mailto:office@betaviv.org) |
|  | Publicity | Create flyer or message for the event to include name of the event, date, time, location, description and cost.  Send information to [Linda Feldmesser](mailto:lhfeld@verizon.net) for emails, to [Geri Epstein](mailto:geri_epstein@yahoo.com) for What’s Nu, to [newsletter@betaviv.org](mailto:newsletter@betaviv.org) for The Observer, to [Jeri Lipov](mailto:jerilipov.studio@gmail.com) for Facebook Do we need to add this event to the Federation calendar? Do we need to publicize this event to the community or other OMI congregations? | [Linda Feldmesser](mailto:lhfeld@verizon.net)  [Geri Epstein](mailto:geri_epstein@yahoo.com)  [newsletter@betaviv.org](mailto:newsletter@betaviv.org)  [Jeri Lipov](mailto:jerilipov.studio@gmail.com) |
|  | Photography | If you need a photographer for your event, email Katie DePriest to request one. | [Katie DePriest](mailto:katiedepriest@verizon.net) |
|  | Supplies | Including but not limited to food - what is needed and how to get it Remember to use tax-exempt number when making purchases. | [Gayle Miller](mailto:insightsed@gmail.com)  [Lin Mascia](mailto:office@betaviv.org) |
|  | RSVPs | How will they be managed (if needed)?Contact [Geri Epstein](mailto:geri_epstein@yahoo.com) if you need an RSVP form. Contact Jim Shiffrin if the form should include a payment. | [Geri Epstein](mailto:geri_epstein@yahoo.com)  [Jim Shiffrin](mailto:jim.shiffrin@gmail.com) |
|  | Volunteers | Including volunteer names, teams, and responsibilities. Notify Linda Feldmesser to send message to congregation to request volunteers. If needed. Volunteers for Greeting and sign-in is a subset of Volunteers. | [Linda Feldmesser](mailto:lhfeld@verizon.net) |