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| **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 of any new event or change (of day, time, location, etc.) Geri will keep the web calendar updated.  | Geri Epstein |
|  | Clergy | Event coordinator to contact all clergy and staff needed. Date may need to change to accommodate Rabbi’s availabiltiy | **Rabbi Joseph****Beth Rubens****Guzal Isametdinova** |
|  | 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****Art Brody** |
|  | Event Schedule and Security | Create an event schedule to includeStart time and end time of eventHow much earlier than start time security is neededHow much later than end time security is neededNotify Hal Kassoff to schedule giving him the Event schedule | Hal Kassoff |
|  | Facilities and room set-up | Including audiovisual (Howie Feldmesser) and livestreaming (Azi Siner)Coordinating with OMI; room reservations and room setup through Lin MasciaMay need to revisit clergy if desired date/time is not available. | Howie FeldmesserAzi SinerLin Mascia |
|  | 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 for emails, to Geri Epstein for What’s Nu, to newsletter@betaviv.org for The Observer, to Jeri Lipov 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 FeldmesserGeri Epsteinnewsletter@betaviv.orgJeri Lipov |
|  | Photography | If you need a photographer for your event, email Katie DePriest to request one. | Katie DePriest |
|  | 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 MillerLin Mascia |
|  | RSVPs | How will they be managed (if needed)?Contact Geri Epstein if you need an RSVP form. Contact Jim Shiffrin if the form should include a payment. | Geri EpsteinJim Shiffrin |
|  | 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 |