



Event Type New, Change, Cancel	Event Name	Event Date/Time
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Done?	Task	Description	Contact
	Calendar	Check Bet Aviv calendar and Federation 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 availability	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 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 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 Mascia May need to revisit clergy if desired date/time is not available.	Howie Feldmesser Azi Siner Lin 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 Feldmesser Geri Epstein newsletter@betaviv.org Jeri Lipov



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	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 Miller Lin 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 Epstein Jim 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