



Temple Israel Event Checklist

1. Confirmation of date, time, location

1. Contact the office IMMEDIATELY if you have a program that is not on the calendar.
2. Date/time/location all need to be confirmed by the TI Main Office staff. Once it's on the calendar and we have the necessary information, you will get email confirmation.
 - a. Do not assume that your event is confirmed until you have it in an email.
 - b. Please be sure to include the following:
 - Event name, Date, Time (beginning and end of event)
 - Two sentence description of the who, what, where, when, and audience (Hertz, Religious School families, empty nesters, open to the entire community, etc.)
 - Requested room location

2. Budget/Finances

1. Make sure that you know how much you have to spend.
2. Security details should be discussed with Karen Nahary in the main office. Especially events where alcohol may be served and/or there are 100+ people in attendance.
3. Cash box must be reserved one week in advance of your event. You must include the denominations needed. You must arrange for someone to pick up the cash box ahead of the event (during office business hours) and plan a return time during business hours.

3. Marketing

As soon as your event has been confirmed, please be sure to start the marketing process!

1. Make sure that you have all the confirmed information ahead of requesting a flyer and registration page (if necessary).
2. If you would like Ari Rogers to create your flyer you must have the following:
 - **FINAL** ad copy for the flyer
 - A few sentences about the event
 - **FINAL** pricing (if applicable)
 - Registration details you need to collect (if applicable).
TI registration forms will always collect Names, Emails, and Phone Numbers. We will also collect street addresses for anyone not signed into their ShulCloud account.
 - Event lead(s) will have the final say about the flyer – once it's out, it shouldn't be changed.

*Please allow 1 week for flyer design and event page setup

3. If you need a registration page, please be sure to have everything you need to be collected, prepared and confirmed
 - a. Your reg page won't go live until **you** confirm that it's correct.
 - b. If you would like access to view the registrants, please ask the office.
 - c. If you would like a thank you email or a reminder email about the event, please be sure to include that in your request.
 - d. Your event will be listed in the following places:
 - TI Facebook page
 - TI Times (the month of the event)
 - Announcements/Shabbat handout during the Shabbat closest to the date of your event.
 - Mazal Tov email the weekend of your event
 - Feel free to share the event through your own networks, not only via the TI marketing modes.
 - e. If you need the office to print anything leading up to the event;
 - Please notify the office a week in advance and send the **FINAL** file no later than 2 days before the event
 - If the total number of pages exceeds 150 we ask that you take the job elsewhere and the temple will reimburse you.
 - Will you need materials from the office? (pens, paper, stands, etc.) This needs to be communicated no later than 5 days – especially if you will need anything changed for your setup needs and/or a cash box.

4. Room Request/Supplies and Equipment

1. This information needs to be to Adrea Gerber (agerber@tisharon.org) no later than 14 days ahead of your event.
2. You will need to complete a layout of the space along with all the AV, setup needs, and kitchen needs. Documents will be provided to you.

5. Zoom/AV Requests

1. If you would like to have a Zoom option, please let the office know so we can see if an account is available. Please let us know the person planning to be the Zoom host so we can send instructions for logging in.
2. If you need to open the Zoom to more than 100 people, you must tell the office in advance. There will be a \$60 charge.
3. If you need training on AV equipment, please notify the office at least one week before the event to schedule a time for review.

6. Food and Drinks

1. If you plan on using the kitchen and cooking, you must let Adrea know 14 days in advance.
 - a. There are set times when the kitchen will be used during the week. To make sure that everything runs smoothly, we must know when you plan on coming in and using the space or dropping off supplies.
 - b. Please provide the following information to the staff:
 - When will food, supplies, decorations, etc. be delivered.
 - What paper goods and tablecloths should be provided by Temple Israel.
 - What space is needed (freezer or fridge–meat or dairy) and for dry goods.
 - Alcohol–must be kept in a locked closet.

2. Pre and Post event:

- a. All leftover food must be labeled with the event name and date.
- b. Ahead of your event, please be sure to request time and space for dropping off supplies ahead of your event. Please understand that the kitchen can be a very busy place, and you may be asked to store some items at home. We will do our very best to accommodate your needs, but also request flexibility.
- c. All food will be discarded without notice after 5 days or immediately if no date is on the containers.

Note: The kitchen is NOT storage for drinks and food. The office has the right to go through whatever is in the fridges/freezer. Items without labels will be removed and tossed.

- d. If you are using a caterer, you must let the Main Office staff know;
 - The caterer's name and contact information.
 - When will food be delivered.
 - When will the catering staff arrive or when the food will be dropped off on the day of the event.
 - If the meal is meat or dairy–and if the caterer needs to kasher any parts of the kitchen.

Whatever is done in the building must be Kosher. *Please be sure to reach out to the Rabbi for any clarifying questions about Kashrut.*

7. Volunteers/Lead Event Person

1. Please notify the office of when you plan to set up/decorate.
2. Make sure that whoever is the lead knows how to close the building (building alarm code, lights, HVAC, etc).

3. A registration table or check-in table should be staffed by someone for at least 15 minutes ahead of the event and 15-30 minutes after the event starts.

8. Security

1. If you're planning an event involving alcohol or expecting over 100+ attendees, a security detail is mandatory. Please contact Karen Nahary (knahary@tisharon.org) to arrange this service. The cost of the security detail will be the responsibility of the event host or group.
2. Someone from your team **MUST** oversee the front door and maintain secure doors for the event.
3. You will receive an event box that will have the following items:
 - Building closing procedures
 - Basic First aid kit
 - Emergency Contact List (House Chair, SPD, SFD)
 - Paper, pens, walk in registration form

9. Clean up and post-event

1. Clean-up efforts must be done by volunteers and all items associated with the event should be taken out of the room.
2. All reimbursements must be submitted to the Main Office no later than 2 weeks post-event.
 - a. We will not accept receipts over 4 weeks post-event. If there are any issues, please be sure to speak with Karen Nahary (knahary@tisharon.org) to make the necessary arrangements.
 - b. Please note that reimbursement checks are processed twice a month. You may need to set up a bill.com account to receive your reimbursement quickly.
 - c. If you would like to pick up your check, please be sure to make a note on the reimbursement form.
3. Please provide any pictures from the event to Ari Rogers to use in promotional materials or to highlight in the Luach, TI Times, or Website.

By following this checklist, members can ensure thorough preparation and smooth execution of their event at Temple Israel!