

MASTER EVENT CHECKLIST

- ✓ Find a date and time for the event that does not conflict with the following calendars:
 - Temple
 - NFTY region
 - School vacation
 - holidays
 - Exams (SAT's, SAT II's, etc.)
- ✓ Determine the location of the event.
- ✓ Find 2-3 people to chair the event
- ✓ Determine the theme or nature of the event (social action, religious and cultural, team building, etc.) Once you have thought through the program, put it in writing so that everyone is on the same page.
- ✓ Create a flier to go out in the mail 3-4 weeks prior to the event
- ✓ Post flier around the Temple, particularly in the religious school
- ✓ Notify senior staff of the event so they can help get the word out
- ✓ Gather any necessary materials for the event
- ✓ Have name tags made or materials available for participants to make their own.
- ✓ Have a sign in sheet ready which records:
 - Name
 - Grade
 - Phone
 - e-mail
 - paid
- ✓ start every event with name games, mixers and ice breakers
- ✓ thank the people involved in making the event happen and thank everyone for coming.
- ✓ Clean-up
- ✓ Evaluate and follow-up with participants who attended to encourage future attendance.