**Hosting an Event Checklist**

**COLLABORATION:**

1. Check in with chairs of other relevant committees who might want to partner, co-sponsor, or amplify your event’s message.

**SCHEDULING:**

1. Check with Tari for available times to schedule a meeting or event, and remember to confirm with Tari once it is scheduled.
	1. Need to check availability re: rooms, space, holidays, Rabbi’s schedule.
	2. Once confirmed, Tari will list the event on OZ’s calendar with the meeting spot.

**LOGISTICS:**

1. If Tari knows about your event in advance, she will check in with Raul to have him set the space up.
	1. If you have food, AV needs, these need to come to Tari + Raul at least two weeks in advance.
2. If you need a check (for reimbursement or payment), please check with Grace to touch base about your budget before purchasing.
	1. Once you have made a purchase or have an invoice, please submit for reimbursement to front office.
	2. Checks often take two weeks for processing. Please budget that time in to your plans.
3. If you have registration needs please touch base with Tari a month in advance.
4. If you are the last person in the building when event ends, please walk through the entire building, making sure no one else is left. Lock door and set alarm.

**OUTREACH + PROMOTION:**

1. Committee creates the content of what they want promoted.
	1. Should happen 1 month prior to the event.
2. Send to Tari.
	1. External outreach: Tari will push external outreach to 1. our list of media outlets. (Includes 7 Days, Burlington Free Press, Find and go seek, Front Porch Forum, news contacts if press release) and 2. Other Jewish VT organizations.
	2. Internal communication: We will create a Facebook Event on OZ’s page and share in weekly email, can create a post on OZ’s homepage if you supply the image + content.
	3. Committee needs to enlist members to post to all their Front Porch Forums (as OZ is limited to number of posts we can make, and FPF is highly effective.)
3. If flyers are created,
	1. committee enlists members to post around town, making sure the OZ address and event details are included.
	2. Share with front office to post on OZ bulletin boards.
4. After your event,
	1. Please share any photos taken with Tari for posting to OZ facebook page.