BEKI PROGRAMMING CHECKLIST

BEKI is a participatory congregation. Therefore, we welcome members to propose and run programs. Please use this checklist to help plan your program and to communicate with the Programming Committee and the BEKI office.

• **First**, think about the basics:

Target Audience:  BEKI community only: yes no

Open to the public: yes no

Specific age or interest group(s)?

Fundraiser? yes no

Plan to serve food? yes no

Shabbat appropriate? yes no

Approximate number of participants anticipated: \_\_\_\_\_\_\_\_\_\_

• **Next,** contact the Programming Committee Chair to discuss your idea

Shoshana Zax: e-mail: shoshanazax@gmail.com or home phone: 203-389-0931

• And contact Peggy Hackett, BEKI office manager, to discuss availability of dates and space

office@beki.org or phone: 203-389-2108

**These two steps are very important! Nothing else can happen until you have communicated with Shoshana (Programming Chair) and cleared the date with Peggy.**

• **Expenses**: Think about how much you expect to spend on each area (as applicable):

Speaker/performer fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Publicity (i.e., posters to be made) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security is $45/hour \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special equipment? (BEKI has microphones, projector, screen) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• How do you plan to cover the costs?

Sell tickets to the event? yes no

Seek financial support from BEKI’s Programming Committee? yes no

Please be aware that these funds are limited.

PLEASE NOTE THAT THE BOARD DOES NOT CONDONE SOLICITATION OF SPONSORSHIPS FOR PROGRAMS

**• Maintenance and security:**

Will you need a custodian to be there? yes no

Custodial services, security, opening and closing of the building for prep and for the event should be discussed with the BEKI President, president@BEKI.org. Then the President, Peggy, and the Safety and Security Chair will figure out details. The Safety and Security Chair is likely to restrict how the event is publicized externally.

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**Details, Details, Details . . .**

• **Publicity materials**

Send Peggy the following:

Flyer for the BEKI mid-month mailing

50-word description for Happenings, which is BEKI’s weekly e-mail

Provide Publicity Chair Rachel Bashevkin (rbashevkin@gmail.com) with details so that she can submit information to external media, as permitted by the Safety & Security Chair.

If you have the money in your budget, create a poster for the easel in BEKI lobby

• **Recruit volunteers to assist with the program**

\* Food shopping, prep, set up

Registration

Greeters (to unlock doors)

Clean up

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**• Important issues to consider and plan**

Will there be a cost for attending? yes no

If yes, how much? \_\_\_\_\_\_ How will this meet your financial goals?

How will payment be handled?

Do you need to ask Peggy to manage registrations?

What materials do you need at the event?

Paper, lists, pens, cash box, change, name tags?

**\* If food is involved,** what is the plan for kashrut supervision? THIS MUST BE HANDLED BY  PEOPLE WHO HAVE BEEN DESIGNATED AS BEKI KITCHEN CERTIFIED. To assure that the BEKI kitchen maintains a high standard of Kashrut, food  may not be brought into the BEKI kitchen without supervision. SUPERVISION WILL ALSO BE REQUIRED FOR PREPPING AND SERVING OF FOOD.

**• Logistics of set up and clean up**

* + Discuss with Peggy if any aspect of set up/clean up will involve BEKI staff, which may add to the cost of the event. Also discuss with her any equipment needed. For example, get permission for use of Sisterhood tablecloths: after the event, those items must be laundered, folded and returned to storage.
  + Arrange with the custodial staff to test all equipment (audio, visual, etc.) IN ADVANCE.
* Arrange for building opening and closing for preparation and for the program.
  + Plan a welcome, introductions, a thank you and closing as appropriate
  + Count attendees for future reference.

**• Follow up**

* + **Financial:** After the program, settle any debts—to volunteers, BEKI office. Submit receipts to Peggy if appropriate.
  + Provide lists of non-BEKI attendees to the Membership Chair and to Peggy if you think we should reach out to them in the future for events and/or membership.
  + Evaluate the program: Did it meet goals and expectations?
  + Optional: Draft a brief evaluation report to the BEKI Board with suggestions for improvement or ways to build upon success.