

JRC Programming Checklist

Before your program is added to the calendar...

1. Consider These Questions:

- What is the relevance of the program? Why this at JRC? Why now?
- Integration: how does it fit into the synagogue as a whole?
- Who can I collaborate/cross program with at JRC?
- What is JRC's capacity to support this program?
- What is the chance of success?

All programs need to be attached to a committee.

- Take your idea to the chair or VP of a committee you are on...
- Reach out to a Committee chair or VP: [View a list of all committees and their chairs>>](#)
- ...Or contact the JRC Office for some ideas of who to work with.

Here are some questions to discuss with the host committee:

- Is this a good time to conduct this program?
- Is there sufficient time to plan this activity?
- Are there other activities we/others in the congregation are involved in that might compete with our event in terms of resources, support, and attendance?
- Who will be the point person to coordinate this event with the office?
- Is there a fundraising component to this event? All fundraisers need to be cleared by the Board.
- Are there outside speakers/partner organizations being invited? Have they been approved by the office/board/leadership?
- Does our committee have funds to pay for any supplies/speaker fees?

2. Then fill out the program proposal form: bit.ly/new-jrc-event

Here's the info you need for that form:

- Which Committee/TF is organizing the event**
- The names of any collaborating committees**
- Proposed Program Title**
- Short Program Description** *(can be edited later in the process if it is tentative)*
- Top 3 Date Options**
Indicate if the day of the week is important to your program (i.e. must be a Thursday evening; could be any weeknight; no preference. That way if your proposed dates are not available, we can suggest others.)
- Proposed Event Time**
Provide the start and end times if known, or a range (2 hours) if tentative.

- What is the estimated size of this event?**
This helps us determine what space/rooms might be a good fit for your program.
 - <10
 - 10-20
 - 20-50
 - 50-75
 - 75-100
 - 100-200
 - 200+
- Who is the Target Audience for your program?**
You can choose more than one.
 - Members of the JRC community
 - Adults from the wider community
 - Older Adults/Seniors
 - Toddlers/Preschoolers and their families
 - School-aged children and their families
 - Teens/Youth Group
 - Parents
 - Chibur (20s-30s)
- Will there be a fee for this program?**
Payments need to go through the JRC office.
- Is there a fundraising component to this program?**
Fundraising requires board approval.
- Anything else we should know?**

3. The office will notify you when your program is approved and officially on the calendar!

After your program is added to the calendar...

4. Six to eight weeks before your event, you should get a reminder from the JRC office to fill out the Program Info Form: bit.ly/jrc-program-info

You are welcome to fill out the second form as early as you would like, but please make sure the information is finalized first.

Here's the info you need for that form:

- Official Program/Event Title**
- Provide a Short Program Description** (Less than 150 words)
Descriptions may be edited for space or clarity.
- Choose one person from your committee to be the main contact for this event.**
This is who will coordinate with the office.
- Promotional Image**
Please provide a high-res, copyright-free image to accompany your event - preferably one from a similar past event. You can find royalty free images on the web at websites like Pixabay or Unsplash. Your image should be larger than 500px by 500px, and smaller than 10mb. JPG or PNG files only please.

- If your committee or a partner organization has created a flyer/poster, you can attach it.**
Please note: committees are responsible for creating, printing, and hanging their own flyers/posters. Flyers should include the JRC logo which can be requested from the JRC office. PDF, JPG, or Word Documents only please.
- External links/URLs**
Any websites/partner organization pages that should be linked in your description? Are there any extra resources you want to share?
- How would you prefer to collect RSVPs?**
Note: If you create your own Sign-Up Genius, Evite, or other RSVP method, please share the link so we can include it with the event description.
Options are:
 - Ticket purchase required
If there is a charge for your program, payment must go through the JRC office.
 - Free program with registration
We use Eventbrite to promote programs to the wider community. Eventbrite uses the words “ticket” or “registration” so it’s better for a class or concert where people would expect to sign up beforehand.
 - RSVP (Yes/No)
For when you have a specific email list to invite and you need to know who is AND who is not coming.
 - Informal Count on i.e. "interested" on Facebook
We use Facebook events as a way to “get the word out there” about our programs to the wider community. However they are not a very accurate count of how many people will actually attend.
 - Informal RSVP email to organizer ("let ___ know if you're coming")
Good for smaller meetings or gatherings with JRC Members so organizers can have personal contact with the attendees, let them know to bring something, ect.
 - No RSVP Needed
- If this event is at JRC: Give a general idea of what setup your program will need.**
We will contact you to confirm exact numbers/setup.
 - Round tables with chairs (8 per table)
 - Round Tables without chairs (i.e. for craft project)
 - Rectangular (6ft banquet) tables
 - AV Setup (screen/projector, sound for videos, microphones, ect)
 - Rows of chairs for an audience
 - Space to break into smaller groups
 - Space to move/dance/do group activity
 - Table(s) for refreshments
 - Whiteboard/note taking method for presenter
 - Coffee/Tea
 - Ritual Items (Kippot, Tallit, Kiddish Cup, Prayerbooks)
- What are you bringing?**
Will you provide food? Craft supplies? Books? Handouts,? Song sheets? Ect. Be as specific as possible.
- If this event is not at JRC: what is the location/address for the event?**
- Anything else we should know?**