

CAA EVENT PLANNING OVERVIEW AND FORM

For use by committees, event chairs, and the CAA office staff

Event Name			
Preferred Event Date		2 nd Choice Date	
Event Time		Event Location	

Name of Person Completing Form	Date of Initial Form Completion
Committee/Programming Area	Board Liaison
Primary Event Planning Contact (<i>event chair</i>)	Contact Phone and E-mail

Is this a new program? ____ yes ____no

Is this a fixed calendar item, e.g. last Sunday in January, 1st Sunday in March? ____yes ____ no

Expected Participants		Program Fees	
Fee per Participant		Kitchen Staff (labor)	
Expected Other Funding		Food Expense	
		Advertising/Collateral	
Total Revenue		Total Expenses	

Suggested Action Items	Person Responsible	Deadline for Completion
Add event to JCAA community calendar		
JCAA facilities reservations <ul style="list-style-type: none"> • Space • Food/beverage service • Audio/visual needs 		
Publicity, internal: <ul style="list-style-type: none"> • Shabbat program • CAA e-Bulletin • CAA Bulletin • CAA web content • Blast e-mail 		
Publicity, external: <ul style="list-style-type: none"> • JCAA Membership Matters • Jewish Outlook • Local media • Outreach to other synagogues 		
Print materials: <ul style="list-style-type: none"> • Event program guide • Publicity flyers • Direct mail: letter/postcard 		
Other:		
Other:		