**Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Proposal**

**Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**When**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date, year and time)

**Summary of Event** *(3-5 sentences)*

**Area(s) to be Used:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Be time specific as you list activities and the key people involved

**Schedule**

***Date:***

***Location:***

|  |  |  |
| --- | --- | --- |
| **Activities** | **People Involved** | **Time** |
| Opening Introductions | Rabbi David | 6:30-6:35pm |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| End & Clean-Up | All volunteers | 8:45-9:15pm |

**Checklist**

*Under each heading, list all To-Dos with deadlines; this should have a lot of detail. For example:*

* Administrative
	+ Ask the Administrator to put the event into the bulletin by October 19th
* Administrative
* Children’s Ministry
* Dance
* Decoration
* Finance
* Food
* Media
* Music
* Program
* Other Activities/Needs

**Menu** *(if necessary)*

**List of People Invited** *(if necessary)*

**Layout for Special Set-up** *(if a special set-up of tables, chairs, etc. is needed, include a chart of how it would look; make sure to include a plan in the “Checklist” for making it happen)*

**Necessary Items**

* List of items needed for the event

**Other Questions**

1. Do things need to be purchased in preparation for this event? YES/NO
	1. What is the estimated cost for this event? \_\_\_\_\_\_\_\_\_\_\_\_\_

\*If YES, the treasurer, administrator & Rabbi must be informed and agree to the purchases in advance\*

1. Does the event require a cash box and/or petty cash? YES/NO

\*If YES, arrangements must be made with the Administrator 3 weeks prior to the event.

1. Does the event require media (sound, video, overhead, videography, photography, powerpoint, microphone, etc.)? YES/NO
2. Does this event require decorations? YES/NO
3. Does the event require any facilities needs (moving the bema, security, beautifications of grounds, extension cords, duct tape, etc.) – list specific needs below:
4. Does the event have special guests (speakers, musical artists, etc.)? YES/NO
	1. For the special guest(s), are any of the following needed:
		1. Hotel
		2. Meals (Lunch/Dinner/both)
		3. Transportation
		4. A table for purchasable items
		5. An honorarium /love offering
		6. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. What is the estimated cost of these needs? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Is this a class/study? YES/NO
	1. If so, please attach a teaching outline to this proposal.

**Report** (*to be completed post-event)*

1. Event Evaluation
	1. What went well at the event?
	2. What did not go well at the event?
	3. What are three ways this event could be improved?
2. Finances
	1. Cost
	2. Income
	3. TOTAL Gain/Loss

**OFFICE USE ONLY**

1. Line Item in the Budget for Event & Total Amt Budgeted in this Line \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/$\_\_\_\_\_\_\_\_\_\_
2. Does Rachel need to be present at this event? YES/NO

**The Event is (check one): APPROVED \_\_\_\_\_\_\_ NOT APPROVED \_\_\_\_\_\_\_\_\_**

**Have all the elders, exec President, Administrator and appropriate exec members/ministry heads been contacted for feedback? YES/NO**

**What was the feedback?**

**Signatures**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

*Rabbi Date Exec President Date*