**TRZ Men’s Club Yom Hashoah Planning items and info**

**For event on April 7, 2013**

1. Set date on master calendar and get approval
2. Event funding and budget for needed items of cost. Solicit donations of Temple Members and Families with direct holocaust ties to help fund the event, donations from Federation application, other.
	1. Candles
	2. PR and marketing, printing
		1. Mailers, postage, paper, color production
		2. Labels for Candles – White candles, based on brochure design – full color
	3. Sound system
		1. New microphones for choir (3) hanging
		2. New headset microphone for Cantor
		3. (3) new wireless handheld mics
		4. New wireless mic system controller
	4. Security
	5. Maintenance personnel
	6. Refreshments
	7. Choir guests and leader
	8. Musical accompaniment
	9. Signs
		1. Matted 17x22 double sided poster board
		2. 2”x20x sticks glued to signs as holders for procession
3. Meet with Choir director and review general event outline to identify songs and others musical needs – 3 months out to allow for rehearsals, etc.
4. Begin flyer and mailer design – complete 2 months before event
	1. Meet to fold and send mailers
5. Order candles from FJMC
6. Order and find special procession candles and holders
7. Create signs for procession – 20” stick on 17x22 signs to be held by procession youth of USY
8. Letters to dignitaries sent 2 months in advance. Follow up 1 month out and then again 2 weeks and 1 week and 2 days before event.
9. Identify and invite interfaith leaders to include – 3 months out for scheduling
10. 2 weeks out – begin walkthrough agenda
	1. Consolidate readings and define processional order
	2. Create event script for all who have parts
11. Design stage and sanctuary set, chairs look and feel with Work Order for Maintenance crew
	1. Walk through the event with them so they understand goal and impact.
12. Assign honor to individual to put the 7 candles on the new shelf next to the memorial