

Programming To Do List

Event Name: _____

Scheduled Event Date: _____

4-6 Weeks prior to the event:

- Meet with Springboard Fellow (Jasmine) to discuss event ideas, brainstorm event planning, flush out shopping lists, and finalize timeline
 - If you are interested in speaking with the Menora's ([Ellie](#) & [Rav Ben](#) at JLIC), The Israel Fellow ([Emily](#)) the JTS Fellow ([Jeremy and Savannah](#), the Rabinnic Interns), please reach out to them after speaking with Jasmine

4 Weeks prior to event:

Date Submitted: _____

- [Complete calendar form](#) to ensure program is added to the Hillel at Binghamton calendar
 - Receive confirmation from EVP that event has been approved and scheduled within one week via email
 - Reply to the confirmation email that the time/date schedule works so that the EVP can submit your event to B-Engaged
- Meet with VP of Finance to discuss any expenses that are anticipated to be spent during the program
 - VP of Finance approves maximum budget to be spent on program, and ensures subgroup has available funds to be spent

3 Weeks prior to event:

Due Date: _____

- AT LEAST 3 weeks prior to the event a Shopping request must be submitted via the [Programming Portal](#).
 - Any custom swag requests you may have, through the utilization of the cricut, must be submitted to Amy Held three weeks prior to the event and the items that are going to be personalized must be included in the shopping form
- If, when filling out shopping request, you are spending over \$150, you must get prior approval from the VP of Finance by discussing the expenditure. Please schedule a time with him by emailing binghillelvpf@gmail.com.
 - Receive confirmation from the VP of Finance that prior approval has been approved - within 3 days of submission. Shopping Request can now be submitted.

- We want your items to come on time and 3 weeks allows time for that! If you submit the shopping list late, we cannot guarantee your items will be ordered.**

Things to Note for Shopping

- Preferred vendors for HAB are Amazon, Sam's Club, Walmart, & Michaels
- Please do not shop on your own, we will not reimburse you.
- Grocery run and grocery procedures occur no more than a week prior.
 - i. Look in the Lounge for supplies so we don't double buy.

2 Weeks prior to event:

Due Date: _____

- Submit PR form, through [programming portal](#), to VP of Public Relations. This must include...
 - Flyer (Instagram story size)
 - Blurb about program

Event Publicity

- Major events will be advertised two and a half weeks prior to the event.
- Regular events are publicized a week in advance.

Event Preparation

- Make sure you have everything you need for your event
 - i. Location
 - ii. Supplies
- Make sure you open up b-engaged people to sign in for your event. We want to know who is coming!

During the Event!

- You got this! This is going to be an awesome event!
- Engage with people you don't know! Make people feel welcome! Maybe you will meet a new friend!
- Take pictures so we can show everyone what an amazing event you had!

Directly after the Event

- Clean up everything.
- Put food away in respective locations. Green sticker perishables or half eaten items. Save items that were not used for another event. Green stickers are located in the cabinet under the TV.
- Take time to reflect on your event!

3 Days after Event:

- ❑ If any money was spent on your program, you must [complete a post-purchase form](#).
- ❑ VP of Finance will confirm Post Purchase form was received within 2 days of submission
- ❑ When filling out the Post Purchase form, you will need original receipts and shipping labels from packages, for all purchases made. These will be sent to you by the Administrative Assistant.