Program Planning Chart

People Power, Dates, Clergy Liasion: Discuss at Committee

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Run Idea, Find Date: Anita

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2 Months Out Submit PRQ: Michelle

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- Calendar
- Eletter
- Facebook
- Eventbrite
- Lobby Display
- Website

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2 Months Out on the1st of the Month Submit Bulletin: Jen

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1 – 2 Weeks Out Submit Announcements from the Bimah: Anne

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Submit Room Set Up 1-2 Weeks Prior to Program: Anita

Visit TRS Website: Engage/Committees & Program Request Form
http://www.templerodefshalom.org/programming-request-form/