

TRS PROGRAMMING FY21

“LET’S PIVOT”

GOALS



Building Use Guidelines



Programming Resources – Where to Find



Programming Timeline & Programming Process



Lessons Learned

BUILDING USE GUIDELINES

- COVID-19 Advisory Task Force
- Change as the year progresses
- Health and Safety Exceptions

SCHEDULING IMPACTS

- Virtual Events – Posting Now
- Hybrid Events – Booking Soon
- In-Person Events – Submit Now

PROGRAMMING RESOURCES

- What are Programming Resources?
 - Calendar Request Form
 - Program Flowchart
 - Inclusion Guidelines
 - Staff

WHERE DO THE PROGRAMMING RESOURCES LIVE?

- Calendar Request Form
 - www.templerodefshalom.org/programming/

- Program Flow Chart
 - Board Book
 - www.templerodefshalom.org/programming/

WHERE DO THE PROGRAMMING RESOURCES LIVE?

- Inclusion Guidelines

- Board Book

- www.templerodefshalom.org/programming/

- Staff

- Home!

- Happy to talk about your program by phone, e-mail, or by appointment

BASIC PROGRAMMING PROCESS



WHAT GOES IN THE CALENDAR REQUEST FORM?

- Meetings
- Discussion Groups
- Events

COMMITTEE



Refine the idea

Develop goals and objectives

Determine your audience

Develop inter-committee partnerships



Assign responsibilities

Chunk up the task

Develop relationships

CALENDAR REQUEST

- Requirements
 - Start Date
 - End Date
 - Start Time
 - End Time
 - Title

What's the most often forgotten requirement?



WHAT ARE WE CHECKING?



Competing events, special events,
holidays & building closures



Do we have enough
tables/chairs?



Did someone else
already book that?

PROMOTION

- Requirements
 - Start Date
 - End Date
 - Start Time
 - End Time
 - **Final Title**
 - *Description*



STATUS UPDATES



Contact by e-mail



Changes, updates, cancellations



Include your Committee Liaison

STAFF CONTACTS

- General Questions - Committee Liaison & Cookie Mandell
- Calendar Requests – Nathan Smuckler
- Promotion Submissions – Sarah Rogoff
- Rentals, Room Set-up, Special Resources – Laura Rosh



www.templerodefshalom.org/programming/

SPECIAL CASES

CONTACT US

External
Speakers /
VIP
Guests

Special
Resource
Needs

Selling
Items at
the Event

Storage

LESSONS LEARNED

- Zoom – What is it good for?
- Virtual & Hybrid events are different

QUESTIONS



Requesting Events*

We want to assist you in hosting a successful program. Please follow the following timeline to ensure proper calendaring, communications and logistical support for your event.

Two Months Before Proposed Date

Discuss in Committee program/event idea and obtain approval from staff/clergy liaison.

Complete Event
Request Form



Confirm Event Details

Confirm details with Nathan Smuckler as they are determined.

This will include:

Calendar Entry
Communications
Room Set Up

Program Space Reservation
Audio Visual/Streaming
Food and Beverage

One Month Before Event Date

Work with committee chair to order books, supplies, print materials, etc.

Finalize arrangements for speaker (if necessary)
(honorarium check request, streaming permissions, etc.)

Work with Nathan to finalize event details, request supplies, confirm food and beverage, set-up, audio visual, etc.

***Due to COVID-19 please check our website for the current guidance**

www.templerodefshalom.org/programming/