

Area Event Planning Notes for Host Sisterhood  
Rev. January 2018

Area Event Budget:

\$25 per person food Saturday training  
\$25 per person food Area Event, breakfast plus lunch  
\$300 custodial fees

SATURDAY TRAINING/DINNER (if any):

Budget: \$25 per person  
Cost for Attendees: \$25 - separate charge on area day registration form.

Timeline:

3:00           Set Up  
3:30           Other volunteers arrive  
4:00           Training  
6:00           Dinner  
7:30           Havdalah  
7:45           Sisterhood board clean up

Set up:

Buffet  
Beverages  
Snacks

Forks, knives, spoons, paper napkins, plates  
Plastic cups, small dessert paper plates

Havdalah set and candle  
Havdalah service  
Matches

Motzi/Birkat for Saturday night dinner

Dinner = takeout; wine provided by board members; dessert also provided by board members

SUNDAY AREA EVENT:

Timeline:

7:30           Set up  
8:30           Registration should be ready for early arrivals  
8:45           Attendees probably will start arriving, possibly even earlier

9:00	Registration opens; coffee, light breakfast; shopping
9:30	Move to sanctuary
9:45	Morning Session begins
12:30	Lunch served, motzi
1:30	Lunch ends, birkat
1:45	Afternoon Session begins
3:00	Afternoon session ends
3:10	Closing circle
3:30	End

Signs for classrooms  
Maps and/or directional volunteers  
Identifiers (hats, pins) for volunteers  
Schedule with room numbers in each packet  
Bathrooms to be checked every hour  
Walkie Talkie for custodians?  
List of names for security guard, if any.

Volunteer Coordinator  
Morning Greeters – front door, parking lot, etc  
Phone - make sure someone answers in the morning in case people call for directions  
Bathroom monitor to periodically check for supplies and cleanliness  
Plenty of servers for lunch

In lunch area - podium and microphone

On the bema: chairs for speakers, etc., mic and podium; screen and computer set up for power point, if necessary.

Common areas - easels for signs, if any.

Table for coffee set up all day and water

Table for YES Fund items or other items for sale

Breakfast and lunch = buffet style  
Round tables of 10 for attendees  
Water pitchers on tables  
Tablecloths

Budget for all food, breakfast and lunch = \$25 per person

Breakfast Menu Suggestions:

Yogurt  
Hard boiled eggs  
Fruit  
Bagels  
Cream cheese  
OJ  
Coffee, tea  
Herbal tea  
Mini muffins

Classroom set up options:

Chair for the presenter in the center of the U in each classroom.

Ask about AV needs for each workshop.

Pads of paper for workshop note taking; white boards