

Create for the Cure: Event Plan

Timelines

- 11:30-1:00 Set-up
- 1:00-1:15 Registration
- 1:15-2:00 Keynote and Questions
- 2:00-4:00 Creating and Education tables

Activity:	Assigned To/ Lead Person:	Status:
1. Pre-event		
a. Marketing <ul style="list-style-type: none"> • Facebook- everyone needs to send out an “event” to their facebook friends • Everyone needs to send out pdf flyer and e-mail out • Post Flyers at: <ul style="list-style-type: none"> • B’nai Emet • Beth El • Adath • Bet Shalom • JFCS • Federation • JCC • Fishmans (?) 		Completed
b. Order kits by March 7 th (20,50,100?) from Rosenthal <ul style="list-style-type: none"> • Find out how many kits needed for 50 people • Find out which pieces will be sent • Arrange for shipping and prepay 	Pamela/Lisa	Completed
c. Confirm and arrange with B’nai Emet <ul style="list-style-type: none"> • Sanctuary with microphone • 1 long registration table • 1 display table by registration for Rosenthal pieces- Not provided with kits, Pamela is bringing her Menorah, Small Candlestick and Dreidel as examples • 10 round tables with dark plastic or paper tablecloths- Purchased 84” round silver cloths • 3 food tables • 3 education tables • 2 long tables for completed pieces 	Renaë	Completed except changing to 6 tables
d. Get education materials <ul style="list-style-type: none"> • Hadassah- Ilana • Sharsheret- Pamela • Pamela’s collection- Pamela • Breast Cancer model- Ilana 	Ilana/Pamela	Completed
e. Food and Drink <ul style="list-style-type: none"> • Pink M&Ms • Pretzels • Cookies 	Board/All Sarah	?

<ul style="list-style-type: none"> • Brownies • Bars • Crystal Light- Juliana • Napkins- Rena • Cups- Who is bringing these? 	Juliana Rena	
2. Set-up		
<p>a. Registration Area</p> <ul style="list-style-type: none"> • List of those pre-registered- Lisa • Display of pieces that can be made- Pamela • Information sheet on “how to create” with Contact form for return of pieces including piece description- See e-mail attachment • Information sheet on Hadassah Hospital Breast Cancer clinic- Ilana • Templates for pieces- in kits • Cash Box with \$5 bills- Lisa 	Lisa/Pamela	
<p>b. Keynote Area</p> <ul style="list-style-type: none"> • Video recorder and tripod- Rena • Note Cards- Pamela • Pens- Lisa 	Sandra (Rena-video)	
<p>c. “Create” Area</p> <ul style="list-style-type: none"> • 10 tables with dark cloths • Glass chards/chips set out • Glue 	Brenda/Juliana	
<p>d. Food and Drink Tables</p> <ul style="list-style-type: none"> • M&Ms and pretzels in small bowls on “Create” tables • Snacks and drinks set out on food tables 	Sarah/Rena	
<p>e. Education Tables</p> <ul style="list-style-type: none"> • Breast Model • Educational Materials from Hadassah and Sharsheret • Pamela’s collection 	Ilana	
3. Post-Event		
<p>a. Return Shipping</p> <ul style="list-style-type: none"> • Pack up pieces • Return to Rosenthal with UPS call tag 		
<p>b. Return Purchased Pieces</p> <ul style="list-style-type: none"> • Call or e-mail when arrive • Arrange for pick-up 		

Volunteers Needed:

Time:	Activity:	Volunteers Needed:	Volunteers Assigned:
11:00-1:00pm Set-up	Registration Area:	1	
	Keynote Area:	1	
	“Create” area	2	Liz Grossman
	Food and Drink Tables	2	
	Education Tables	1	
12:45-1:15pm Registration	Registration Desk	2	Sandra Lynn
2:00-3:00 Monitor Supplies: Shift 1	“Create” tables	2	Jill Lewis
	Food/Drink	2	
	Registration Desk- turn in pieces	2	
3:00-4:00 Monitor Supplies: Shift 2	“Create” tables	2	
	Food/Drink	2	
	Registration Desk- turn in pieces	2	
4:00-4:30 Clean-Up	Clean Up	5	