Event & Committee Mailing Checklist
Revised February 10, 2023

Getting your event on the calendar

- Will there be a conflict with another committee’s program? Should you first check with the president and or the rabbi?
- Check the Official CBY Calendar for date conflicts and contact Helen Hauer (by email or by phone) to confirm that the date and time are available.
- Secure the event date by submitting a completed event form to the office. The office will forward the form to Helen Hauer and pertinent staff to alert them to the event.
- The event chair should contact the pertinent staff directly that have been identified on the form and update the office.
- The office will contact chair &/or staff a week or two previous to event as a reminder.
- REMINDER: building must be locked and alarm set properly after event.

Publicity

- Decide if an online reservation form is needed to either RSVP or pay online (Wufoo form). Contact Eli Roth at eroth337@gmail.com or (513) 604-2360 for more information.
- Make appointment with the office to discuss the various methods of advertisement preferably at least one month before event.

<table>
<thead>
<tr>
<th>Type</th>
<th>Note</th>
<th>origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesdays@2 (group eblast)</td>
<td>All upcoming events will be run weekly until date of event. (Replaces individual eblasts.)</td>
<td>Office</td>
</tr>
<tr>
<td>Weekly Tidings (Wed)</td>
<td>Service related eblast</td>
<td>Office</td>
</tr>
<tr>
<td>Electronic display</td>
<td>Slide for hallway created from Tuesdays@2</td>
<td>Office</td>
</tr>
<tr>
<td>Facebook (open &amp; private)</td>
<td>jpg created from Tuesdays @2</td>
<td>Rachel Pepin</td>
</tr>
<tr>
<td>Website</td>
<td>jpg created from Tuesdays @2</td>
<td>Diane Butcaris</td>
</tr>
<tr>
<td>Outside communication</td>
<td>Speak directly to -&gt;</td>
<td>Communication Cmte</td>
</tr>
<tr>
<td>Announcements in services</td>
<td>Listing for announcements will be listed directly from the calendar</td>
<td>Office</td>
</tr>
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</table>

- Eblast (Tuesdays@2, Weekly Tidings (Wed), electronic display, Facebook* (open & private, web site*, outside communication*). It is important that the committee provide the office with verbiage for advertisement. This may be edited for optimizing impact of ads in different formats.
  * The office can feed materials to these for consistency in advertising.
- Prepare for the appointment:
  - Email event details, logos, clipart, and specific wording to the office bethyam@aol.com.
  - Decide on general idea of advertisement before coming into office.
- Draft of the eblast will be emailed to the event chair(s) responsible for final approval.
- Write article for the Monthly Tidings and submit to tidings@bethyam.org by the 15th of the month to be published in the following month’s issue.

Committee Mailings & Email Campaigns

In order for the office staff to efficiently assist with committee mailings, ensure that materials are in stock and mailings can be timely scheduled with other CBY responsibilities, please provide the following information, if possible, at least one month in advance:

- Determine what group is needed for the mailing (i.e. all women, resident families, etc.).
- Determine what materials will be enclosed (i.e letter, flyer, response form, etc.).
- If return addressed envelopes are needed with or without stamps.

Note: Committees are responsible for stuffing all direct mailings

Correspondence from Committees

Please provide text electronically for any letters to be mailed or emailed to avoid the need for retyping. Please do not provide text in all capitals.
Addendum to Event Form Re: Food

Pork and shellfish products are not permitted in the Congregation Beth Yam building or grounds. In keeping with tradition and contemporary practice among most Reform Congregations, Congregation Beth Yam will maintain a policy of separating dairy and meat. Either dairy or meat hors d’oeuvres/appetizers, but not both, may be served before a meat meal, away from the table or in the room. When a meat meal is served, no dairy may be used in its preparation or appear on the table. After a table and the room is completely cleared, a dairy dessert may be served.

Since all food products are individually wrapped, no further separation is required of prepared products, e.g., in the refrigerator. Caterers will be advised of these policies emphasizing the separation of meat and dairy products, and provided with a list of acceptable non-dairy substitutes. Questions and clarification of this policy should be directed to the Life Cycle Event Coordinator. Prior to the event the menu must be approved by the Life Cycle Event Coordinator to ensure the dietary policies are followed.

In the event the caterer does not follow the dietary rules listed above, they will be barred from catering future events at Congregation Beth Yam.

You may use a caterer of your choice, providing they have the insurance requirements of $1,000,000 of Liability/Property damage and supply a Certificate of Insurance, in advance, stating the coverage of their full insurance package and naming Congregation Beth Yam as an additional insured. The caterer needs to have an orientation meeting with the Life Cycle Event Coordinator to make sure that they understand the dietary policies of Congregation Beth Yam.

——— Event Host ————

——— Caterer ————

——— Life Cycle Event Coordinator ————
## Congregation Beth Yam Committee Event Form

<table>
<thead>
<tr>
<th>Date Submitted:</th>
<th>Event Date:</th>
<th>Estimated # of Guests:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Start :</td>
<td>Time End:</td>
<td></td>
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</tbody>
</table>

Committee: Event Name:  
Contact Name/phone & email:  

### Procedure for getting event on calendar:
1. Check availability of date and time by first going to the Beth Yam calendar at: [www.bethyam.org](http://www.bethyam.org) (click on calendar menu). Then contact Helen Hauer via email helenhauer@me.com to inform her of the event name, date and time.
2. Fill out this form and submit to office. This form can be acquired from the office staff or found on the website.

### Location (Please check all that apply below)

- Social Hall A
- Social Hall B & C
- Sanctuary
- Kitchen
- Offsite (on site)
- Jewish Resource Center (JRC)
- Lobby

**NOTE:** No food allowed

### Set-up Date:

<table>
<thead>
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<th>(check all that apply below)</th>
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In need of any of the following?: **(if applicable committee event chair must contact each directly)**

- Rabbi Bloom
- Sisterhood: for use of kitchen
- Ritual: for ritual paraphernalia
- Men’s Club: for ushers or other task
- Office Assistance: for advertising/mailing, etc.

Who will be responsible to lock up and secure the building when event is done? **(BE SURE TO CHECK ALL DOORS ARE LOCKED)**

**Contractor: Britenden Services** (Yvonne Williams) for set up and clean up **(REQUIRED IF FOOD IS SERVED)**

**NOTE: Event Sponsor must contact Yvonne directly if her services are needed.**

(843-684-9146, yvonne7866@gmail.com)

- Serving and heating food by contractor **($40.00 per hour/per staff person)**
  - Are servers needed? Arrival time: __________
- Cleanup of kitchen and Social Hall by contractor **($40.00 per hour/per staff person)**
  - Serving with Glass or Paper/Plastic
- Refundable Deposit to cover breakage when using glassware or dishes ($50.00)
- Linens: Sisterhood table linens must be professionally laundered, paid for and returned by the event sponsor.

**Caterer Name:** ______________________________________ Phone Number: ______________________

- You may use a caterer of your choice, providing they have the insurance requirements of $1,000,000 of Liability/Property damage and supply a Certificate of Insurance, in advance, stating the coverage of their full insurance package and naming Congregation Beth Yam as an additional insured. **(Committee is responsible for obtaining.)**
- Please arrange for the caterer to review the Kashruth Policy with the Life Cycle Event Coordinator.

**Default setup (refer to setup diagram)**

- Committee will do own setup/reset
- Handyman for set up: Contact Ron Bruns (843-384-0718, rondbruns@gmail.com), provide setup diagram/instructions to office.

**Typical set up and breakdown of Social Hall takes 2 hours: ($70.00-$35/per additional hour)**

- No set up allowed on Shabbat or other religious holidays
- No charge for set up or clean up for an oneg following a worship service

**NOTE:** Complete diagram setup on reverse side for social hall. Provide hand drawn for other locations.

**Music:** Fee is based on number of hours for musicians and/or soloist. Contact Music Director David Kimbell (843-684-7341).

**Audio/Visual Requirements:** Contact Garrett Keyes (glkeyes94@gmail.com) to discuss details.

**Security Needed**

- Not needed

Security will be the responsibility of the sponsoring organization to arrange and compensate. The security charge is $50/hr. and needs to be requested one month prior to the event and is required for all special events that are publicly advertised and open to the public. **NOTE: Two (2) security guards are required for event attendance over 200.** Contact Walt Margeson directly (571-481-0060 or wmargeson@me.com)

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***Complete diagram setup on reverse side for social hall. Provide hand drawn for other locations.***

Office Use Only – DATE/Initial____________________SENT TO: HH YW RB DK GK WM
Set-Up Diagram

Do you want this partition here? ☐ Yes ☐ No

Social Hall A

Do you want this partition here? ☐ Yes ☐ No

Social Hall B

Social Hall C

INVENTORY

Seats 8
5' 12 Available

Seats 10
6' 5 Available

8'
4 Available

6'
4 Available

DEFAULT SETUP
Seating for 64 with 8 - 5' round tables