Congregation Beth Shalom

Holocaust Memorial Dedication Task Timeline

Event Date: Sunday, January 20, 2019

		Week of:	8/26	2-Sep	9-Sep	16-Sep	23-Sep	30-Sep	7-Oct	14-Oct	21-Oct	28-Oct	4-Nov	11-Nov	18-Nov	25-Nov	2-Dec	9-Dec	16-Dec	23-Dec	30-Dec	6-Jan	13-Jan	20-Jan	27-Jan
		Note(s)								NY Trip				Dave o/t	TG		Channukah			Xmas	NYE				
Memorial Related	**Lead**	**Note(s)**																							
Place concrete security benches	Dave	Setting 8/27/18 a.m.																							
Design Memorial base	Dave	8/27 review mtg w Granville																							
Base template to ATTB	Dave	From Granville																							
Finalize numerology verbiage	Dave	Input from MC Board, Rabbi																							
Numerology plaque engraving	Dave																								
Sisk Memorial Plaza Dedicatory Sign	Dave	Verbiage final approval from MC Board																							
Mount Sisk Sign	Dave																								
Statue placement date, methodology	Dave	Confer with Granville																							
Marry statue with base	Dave	Forklift from Sol?																							
Security Camera Relocation	Dave	Review system capacity																							
Venue Associated	**Lead**																								
Develop event layout (seating, etc.)	Dave																								
Tent Rental?	Dave	AV Rents?																							
Necessary supplies, equipment?	Dave																								
Podium	Dave																								
Develop weather-related inside back-up plan	Dave																								
Food & Drink Associated																									
Determine light food menu	Gail	With Marianne's assistance																							
Procure Food	Gail	With Marianne's assistance																							
Procure Drinks	Gail	With Marianne's assistance																							
Invitation Associated																									
Develop event poster/flyer	Dave	Hal Input																							
Lobby Poster	Dave	Hal Input																							
Mailed Invitation Needed?	Dave	Input from MC Board																							
Purchase Invitation Postage																									
Print Invitations (E-vites?)		Via Peterson Printing																							
Print Save the Date Cards																									
Mail Save the Date Cards																									
Mail Invitations / RSVP Cards																									
Contact, Secure Dr. Berenbaum	Josh	Done																							
Personally invite Arnie Sisk	Dave																								
Program Flyer																									
Develop layout and content	Dave																								
Order of Service	Dave	Oversite from Hal, Rabbi																							
Contact Sheriff, LACF (security)	Nathan																								
Publicity																									
Blast Campaign	Dave																								
Engage Page Tasks	Dave																								
Mention at all Services	Rob	Via Robin for announcements																							
Signal, Daily News Publicity	Dave																								
KHTS 1220 Publicity	Dave	with Marc Winger?																							
Post of City's "Things To Do" Site	Dave																								
Reach out to City/State Dignitaries	Hal																								
Develop list of all SCV religious organizations	Dave																								
Contact, advise all SCV Religious Organizations	Josh	With Dave's Assistance																							
Follow up with religious organizations (?)	Josh																								
Publiciize, Promote with FJMC / West	Josh																								
Post on Meet Up.com	Dave	With Suzannah Warlick's assistance																							
Update Meetings / Event Set Up																									
Solicit Day of Volunteers	Josh																								
Regularly Scheduled Update Meeting	Dave																								