HMV Timeline for “Family Matters”

July – Planning meetings were held to select a theme for the coming year’s program and to orient the new co-chairs of the program. The theme was chosen and potential dates were set working around the temple calendar. Since meetings take place in people’s homes, no rooms needed to be reserved.

August – By the beginning of the month, the six facilitators, hosts, and registrars were selected and confirmed. At the end of the month, a flyer was created with the critical information needed to learn about the program, including the contact information for one of the chairs.

September – Marketing efforts went into high gear to email the HMV flyer and have it ready for temple announcements leading up to the High Holidays. Prior to each session, bimah announcements were made and the meeting was promoted through emails to the temple community, past attendees, Brotherhood members, they were announced at Brotherhood meetings, and it was displayed on our lobby TV screens.

October – Attendees were encouraged to RSVP at least a week before each session, and that information was emailed to the host and facilitator to help them plan.

Fall through Spring, sessions were held nearly monthly over a seven month period as described in the application.