Timeline for Celebrity Breakfast Event

A) Approximately 2 Months Out

 1) Determine date time and location

 2) Procure Guest Speaker

B) Approx. 1 Month out

 1) Notify publicist to produce flyer for email, Facebook, regular mail and other publicity sources.

 2) Contact kitchen committee to discuss menu.

 3) Commence initial publicity campaign. (hold the date etc)

 4) Begin to place flyer in Temple notices and bulletins as well as Brotherhood communications.

 5) Set up with Temple office a registration database with link from website and commence accepting RSVP’s. Please note: Our Brotherhood offers two methods for reservations. a) Temple website with online registration and payment by credit card. b) email or telephoning the Brotherhood contact person named on the flyer and then paying at the door.

C) Approx. 2 weeks out Line up Volunteers

 1) Seek out volunteers for set-up, serving, and clean-up tasks. (6-8)

 2) Also seek volunteers for registration and raffle ticket selling assignments. (3-4)

 3) Additional volunteers needed for food shopping. (2-3)

 4) Kitchen Crew for food preparation and cooking. (4-6)

D) Approx. 2-3 Days out.

 1) Give final count based on reservations and projections to Kitchen Crew Chair.

 2) Commence food shopping and early prepping.

 3) Print Raffle Prize and ticket price signage.

 4) Provide Temple Director and Custodian floor plan set-up for social hall.

 5) Make sure all Audio Visual equipment is available.

E) Day of Event

 1) 2 Hours prior to event, kitchen and set-up crew arrives and begins set-up, food preparation and cooking.

 2) 1 ½ Hours prior to event, Committee Chair arrives with reservation spreadsheet, makes sure Audio visual equipment is functioning and signage is up.

 3) 1 Hour prior to event, Registration team arrives, and has spreadsheet for check-in, cash box and and raffle tickets for sale.