

Calendaring & Logistics

- **Check Havurah's website calendar** to see if your event conflicts with another Havurah event on the same day, with a holiday or winter or spring break, or with a Portland-area event likely to be of interest to Havurah members. Then contact Rachel Pollak, Havurah's Office & Facilities Manager (503-248-4662 ext. 2 or rachel@havurahshalom.org), to see if the building is available on the day you prefer. Please be prepared with alternate dates in case your first pick is not available.
- **Form a primary planning team.** Ideally you will have two to three primary planners to decide on timing and logistical needs. If the planning team needs support in recruiting volunteers to help with set up, door greeting, food planning, or tidying up, they can contact Teri Ruch, Havurah's Communications & Engagement Manager (503-248-4662 ext. 4 or teri@havurahshalom.org), to request a list of Havurah members who have offered to help in those areas. They can use the email addresses and phone numbers on the list to contact people to help.

The planning team needs to find lead volunteers to manage the following:

- **Publicity** - one or two people to create a flier for the activity, if needed, and to write text describing the activity for Havurah's website calendar, weekly community emails, and Hakol (See "Promoting & Communicating" for details.)
- **Host or hostess** - a person who knows the flow of the event and can provide guidance during the event, ensuring that parts of the program begin on time. This person may also welcome everyone at the start of the event
- **Photographer** - someone to take photos during the event to [send to Teri](#) afterward
- **Set up** – If you need any preparation beyond chair and table arranging, which the janitors usually can do, you'll need a person to recruit and guide a team of three or four volunteers in setting up the space in advance. ***It is important that you [contact Rachel](#) as early as possible regarding room arrangements.*** (See "Facility Arrangements" for details.)
- **Hospitality** – a person to recruit volunteers to take shifts of 15-20 minutes each beginning 20 minutes before the event starts. Havurah's doors must remain locked at all times, and these volunteers will welcome people at the door and alert others if they see any suspicious activity. No volunteers need to watch the door during the last half hour of the activity as people seldom arrive at that time.
- **Food and drink planning** – a person to recruit a team of three people to direct members arriving with potluck food to the food table, arrange drinks and cups at

the table, ensure that gluten-free and nut-free items are labeled, and oversee the table during the event if children are involved. If a separate adult drinks table is set up, another lead will need to recruit enough members to make sure the drinks are monitored during the evening, and may need to arrange to have cups at the table.

- **Tidy up** -a person to recruit three or four people to collect trash from the chairs and floor, wash dirty dishes, put all dishes away, and clean surfaces in the kitchen after the event. This is an area of activity planning that has historically been problematic at Havurah, so **it is important for activity planners to line up the tidy-up team in advance of the event.** *Unless notified otherwise by Rachel, Havurah members don't need to stack chairs or put tables away, as the janitors handle that.*
- IF THE ACTIVITY IS A HOLIDAY, **contact the co-chairs of the Holidays Committee** for their support and advice (Gaby Saunders, gaby_saunders@hotmail.com, and Patricia Schwartz, patricia@rs-ps.com). If the activity has a religious or educational component, **ask Rabbi Benjamin or Deborah Eisenbach-Budner** (benjamin.barnett@havurahshalom.org and deborah@havurahshalom.org) to help. If the activity requires Havurah musicians, **ask Ilene Safyan** for help (ilene.safyan@havurahshalom.org).