

# Create for the Cure: Event Plan

## Timelines

- 11:30-1:00 Set-up
- 1:00-1:15 Registration
- 1:15-2:00 Keynote and Questions
- 2:00-4:00 Creating and Education tables

Activity:	Assigned To/ Lead Person:	Status:
<b>1. Pre-event</b>		
a. Marketing <ul style="list-style-type: none"> <li>• Facebook- everyone needs to send out an “event” to their facebook friends</li> <li>• Everyone needs to send out pdf flyer and e-mail out</li> <li>• Post Flyers at:               <ul style="list-style-type: none"> <li>• B’nai Emet</li> <li>• Beth El</li> <li>• Adath</li> <li>• Bet Shalom</li> <li>• JFCS</li> <li>• Federation</li> <li>• JCC</li> <li>• Fishmans (?)</li> </ul> </li> </ul>		Completed
b. Order kits by March 7 <sup>th</sup> (20,50,100?) from Rosenthal <ul style="list-style-type: none"> <li>• Find out how many kits needed for 50 people</li> <li>• Find out which pieces will be sent</li> <li>• Arrange for shipping and prepay</li> </ul>	Pamela/Lisa	Completed
c. Confirm and arrange with B’nai Emet <ul style="list-style-type: none"> <li>• Sanctuary with microphone</li> <li>• 1 long registration table</li> <li>• 1 display table by registration for Rosenthal pieces- <b>Not provided with kits, Pamela is bringing her Menorah, Small Candlestick and Dreidel as examples</b></li> <li>• 10 round tables with dark plastic or paper tablecloths- <b>Purchased 84” round silver cloths</b></li> <li>• 3 food tables</li> <li>• 3 education tables</li> <li>• 2 long tables for completed pieces</li> </ul>	Renaë	Completed except changing to 6 tables
d. Get education materials <ul style="list-style-type: none"> <li>• Hadassah- <b>Ilana</b></li> <li>• Sharsheret- <b>Pamela</b></li> <li>• Pamela’s collection- <b>Pamela</b></li> <li>• Breast Cancer model- <b>Ilana</b></li> </ul>	Ilana/Pamela	Completed
e. Food and Drink <ul style="list-style-type: none"> <li>• Pink M&amp;Ms</li> <li>• Pretzels</li> <li>• Cookies</li> </ul>	Board/All Sarah	?

<ul style="list-style-type: none"> <li>• Brownies</li> <li>• Bars</li> <li>• Crystal Light- <b>Juliana</b></li> <li>• Napkins- <b>Rena</b></li> <li>• Cups- <b>Who is bringing these?</b></li> </ul>	Juliana Rena	
<b>2. Set-up</b>		
<p>a. Registration Area</p> <ul style="list-style-type: none"> <li>• List of those pre-registered- <b>Lisa</b></li> <li>• Display of pieces that can be made- <b>Pamela</b></li> <li>• Information sheet on “how to create” with Contact form for return of pieces including piece description- <b>See e-mail attachment</b></li> <li>• Information sheet on Hadassah Hospital Breast Cancer clinic- <b>Ilana</b></li> <li>• Templates for pieces- <b>in kits</b></li> <li>• Cash Box with \$5 bills- <b>Lisa</b></li> </ul>	Lisa/Pamela	
<p>b. Keynote Area</p> <ul style="list-style-type: none"> <li>• Video recorder and tripod- <b>Rena</b></li> <li>• Note Cards- <b>Pamela</b></li> <li>• Pens- <b>Lisa</b></li> </ul>	Sandra (Rena-video)	
<p>c. “Create” Area</p> <ul style="list-style-type: none"> <li>• 10 tables with dark cloths</li> <li>• Glass chards/chips set out</li> <li>• Glue</li> </ul>	Brenda/Juliana	
<p>d. Food and Drink Tables</p> <ul style="list-style-type: none"> <li>• M&amp;Ms and pretzels in small bowls on “Create” tables</li> <li>• Snacks and drinks set out on food tables</li> </ul>	Sarah/Rena	
<p>e. Education Tables</p> <ul style="list-style-type: none"> <li>• Breast Model</li> <li>• Educational Materials from Hadassah and Sharsheret</li> <li>• Pamela’s collection</li> </ul>	Ilana	
<b>3. Post-Event</b>		
<p>a. Return Shipping</p> <ul style="list-style-type: none"> <li>• Pack up pieces</li> <li>• Return to Rosenthal with UPS call tag</li> </ul>		
<p>b. Return Purchased Pieces</p> <ul style="list-style-type: none"> <li>• Call or e-mail when arrive</li> <li>• Arrange for pick-up</li> </ul>		

**Volunteers Needed:**

Time:	Activity:	Volunteers Needed:	Volunteers Assigned:
11:00-1:00pm Set-up	Registration Area:	1	
	Keynote Area:	1	
	“Create” area	2	Liz Grossman
	Food and Drink Tables	2	
	Education Tables	1	
12:45-1:15pm Registration	Registration Desk	2	Sandra Lynn
2:00-3:00 Monitor Supplies: Shift 1	“Create” tables	2	Jill Lewis
	Food/Drink	2	
	Registration Desk- turn in pieces	2	
3:00-4:00 Monitor Supplies: Shift 2	“Create” tables	2	
	Food/Drink	2	
	Registration Desk- turn in pieces	2	
4:00-4:30 Clean-Up	Clean Up	5	