BELY Program Planning Schedule

TIME FRAME	PROGRAMMING	LOGISTICS	OUTREACH & PUBLICITY
+9 WEEKS	**board members are assigned to the event date - schedule time to begin the planning process...**		
+8 WEEKS	• develop concept/theme • choose date/confirm date availability (TBE calendar)	• create preliminary budget • choose location	
+7 WEEKS	• finalize theme	• finalize budget • finalize/confirm location • create/finalize time frame • book space at TBE and/or location	• create flyer • update website • provide info to BELY Advisor for TBE Bulletin
+6 WEEKS	• step 1: brainstorm & first draft (if applicable)	• create timed procedure for event	• mailing creation/assembly
+5 WEEKS			• send out mailing • create/send out eMailing
+4 WEEKS	• step 2: edits, second draft (if applicable)	• book/schedule transportation	• eMailing • Havayah group announcements • assign/announce phone chain
+3 WEEKS		• schedule time(s) to check-in with BELY President and Advisor to review progress and game plan	• eMailings (BELY & Havayah) • Havayah group announcements • first round: phone calls
+2 WEEKS	• step 3: edits, finalize program (if applicable)	• update budget projections • confirm transportation • confirm location, details • submit TBE forms (building use, set-up, etc.) to BELY Advisor	• eMailing • Havayah group announcements • second round: phone calls
+1 WEEK	• step 4: gather materials • communicate with all program leaders: details, logistics	• reminder email to all registered participants and chaperones • email time frame and details to board members	
DAY OF	• arrive to program location <u>early</u> to set-up space and materials/ coordinate logistics	• have an updated participant list with contact information available • have a designated board member take attendance and collect money	• post signs announcing event time/location(s) on TBE bulletin boards and by youth lounge door
-1 WEEK	• evaluate program/event - add to files	• review & close books on event • file all paperwork/invoices • write thank-you notes (as appropriate)	