

PLANNING CHECK LIST FOR ORGANIZING A HOLOCAUST REMEMBRANCE DAY

Ceremony/Events

Date of Yom Hashoah ceremony
Dates of other related events, e.g.
 Exhibit
 Cultural program
 Film showing
 Lecture or lecture series at local college/university
 Library book display
Location of each event
Time of each event
Program for Yom Hashoah ceremony
 Choice of music to be performed
 Performers (musicians, celebrities)
 Rabbi, Priest, Minister for Invocation/Benediction
 Keynote Speaker
 Other Speakers
 Candlelighters-six

Programs for other events' openings, e.g.

 Exhibit
 Cultural program
 Film showing
 Lecture or lecture series at local college/university
 Library book display

Publicity

News advisories to local papers, TV and radio stations
Printing/postage/envelopes
Posters, artwork, printing
Public Service Announcements (PSA's)
Video News Releases (VNR's)

PLANNING CHECK LIST FOR ORGANIZING A HOLOCAUST REMEMBRANCE DAY

BUDGET

Yom Hashoah Ceremony

Printing/Postage

- Invitations and envelopes
- Programs (including design, typesetting and printing)
- Flyers/notices

Speaker(s) and other participants

- Travel and per diem
- Fee

Musicians

- Professional fees
- Union/agent fees
- Transportation expenses

Other Events

Film rental fees

Equipment rental fees (screen, projector, projectionist)

Exhibit

- Rental fee (including transportation)
- Framing costs
- Easels (rental or purchase)
- Artwork and printing (signs, handouts)

Book display

- Cost of purchasing books
- Artwork and printing (signs, handouts)

Post-Events

Thanks You Letters to all who participated and helped with each event