

<b>Plan</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Decide what you want to do &amp; why!</li><li><input type="checkbox"/> Use connections / ask for help</li><li><input type="checkbox"/> Pick a date &amp; locations</li><li><input type="checkbox"/> Create a guest list (3-10 people)</li><li><input type="checkbox"/> Find a chaperone</li><li><input type="checkbox"/> Gather event supplies</li></ul>
<b>Register</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Register your event online. Then you &amp; your parent(s) will receive an email with event summary and links for RSVPs and chaperone registration.</li></ul>
<b>Invite</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Use the participant RSVP form to invite friends to your event. Your friends need to complete this form.</li><li><input type="checkbox"/> Make sure your chaperone completes the chaperone registration form.</li></ul>
<b>Event</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Make sure everyone feels welcome &amp; included.</li><li><input type="checkbox"/> Take at least 2 pictures!</li><li><input type="checkbox"/> Enjoy your event!!</li></ul>
<b>Post-Event</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Be proud and celebrate your success!</li><li><input type="checkbox"/> Schedule your post-event call with Jessie.</li><li><input type="checkbox"/> Make a plan to further engage your participants.</li></ul>

**What** do you want to do?

**Why** do you want to do that? What's the purpose?

**What** is Jewish about this event?

**What** resources will you need to help plan?

