



HILLEL Program Planning Sheet

Program Title: _____ Program Date: _____

Starting Time: _____ Ending Time: _____ Location: _____

Student(s) Responsible: _____

Anticipated # in attendance: _____

1.) Who is your target population?

- | | | |
|--|---|--|
| <input type="checkbox"/> Arts & Culture Students | <input type="checkbox"/> business students | <input type="checkbox"/> journalism students |
| <input type="checkbox"/> law students | <input type="checkbox"/> Pre-Med Students | <input type="checkbox"/> First Year Students |
| <input type="checkbox"/> upperclassmen | <input type="checkbox"/> Seniors | <input type="checkbox"/> Graduate students |
| <input type="checkbox"/> young professionals | <input type="checkbox"/> birthright Israel alumni | <input type="checkbox"/> students who went to Israel |
| <input type="checkbox"/> on-campus students | <input type="checkbox"/> off-campus students | <input type="checkbox"/> commuter students |
| <input type="checkbox"/> Reform Students | <input type="checkbox"/> Conservative students | <input type="checkbox"/> Orthodox students |
| <input type="checkbox"/> Reconstructionist Students | <input type="checkbox"/> Secular Students | <input type="checkbox"/> Multi-denominational students |
| <input type="checkbox"/> Male Students | <input type="checkbox"/> Female students | <input type="checkbox"/> Persian Students |
| <input type="checkbox"/> Environmental Activists | <input type="checkbox"/> Immigrants | <input type="checkbox"/> Local community |
| <input type="checkbox"/> Sephardic Students | <input type="checkbox"/> FSU students | <input type="checkbox"/> Greek students |
| <input type="checkbox"/> Interfaith Students | <input type="checkbox"/> LGBT students | <input type="checkbox"/> Student Government |
| <input type="checkbox"/> student leaders of non-Jewish clubs | <input type="checkbox"/> student leaders of AJS | <input type="checkbox"/> Israel activists |
| <input type="checkbox"/> Tzedek | <input type="checkbox"/> Other _____ | |

2.) What are your primary goals for the program? (2-3)

A) Short Term Goals

- 1) _____
- 2) _____
- 3) _____

B) Long term goals

- 1) _____
- 2) _____
- 3) _____

C) Jewish Content goals

- 1) _____
- 2) _____
- 3) _____

3.) Description of the event (think creatively, but realistically!):

4.) How are you going to get new people to come?

5.) With what organizations will you co-sponsor? (think about target populations & location)

6.) Publicity (think creatively!) How do you find out about things? What makes you want to come?

- | | | |
|--|---|--|
| <input type="checkbox"/> word of mouth | <input type="checkbox"/> phone calls | <input type="checkbox"/> personal e-mails |
| <input type="checkbox"/> mass e-mail | <input type="checkbox"/> e-vites | <input type="checkbox"/> flyers |
| <input type="checkbox"/> class announcements | <input type="checkbox"/> table-tents | <input type="checkbox"/> banners |
| <input type="checkbox"/> club meetings | <input type="checkbox"/> newspaper | <input type="checkbox"/> tabling |
| <input type="checkbox"/> chalkboarding | <input type="checkbox"/> free giveaways | <input type="checkbox"/> other Hillel events |
| <input type="checkbox"/> Greek meetings | <input type="checkbox"/> Dept. Chairs | <input type="checkbox"/> Instant Messaging |
| <input type="checkbox"/> Other _____ | | |

7.) Budget

	Expenses		Income	
	Item	Amount	Source	Amount
Food				
Materials				
Services				
Publicity				
Other				
Other				

9.) follow-up _____ **person responsible** _____ **report to** _____ **Deadline**

phone calls

personal e-mails

personal notes

e-cards

meeting/coffee/lunch

follow-up program?

Other

Other

Other

Please arrange here who will be following up with each person who attended the program