

Torch Award Program Schedule

Golf Lounge 18 Outing

Task	Assignee	Done
Planning		
At Men's Club board meeting, suggestion made to have an outing at Golf Lounge 18. We agreed and a tentative date, 4/20/23, was chosen. A committee of four was also secured to coordinate the event.	Jeff Bourke and team	1/25/2023
After a few weeks of various communications, date/time, pricing, and food+drink decisions finalized.	Jeff Bourke and team	3/7/2023
Communications with venue to confirm arrangements, including food provided, golf bays needed, and cost.	Jeff Bourke	mid-April
Publicity		
Publicity request submitted to Temple with available program details.	Dave Diamond	1/29/2023
Inclusion in Temple's bi-monthly newsletter for March/April	Beth El Temple	3/1/2023
Updated publicity request submitted to synagogue will final program details.	Dave Diamond	3/15/2023
Various coummications through inclusion in weekly synagogue e-blasts, Shabbat Bulletins, and Facebook event listing.	Beth El Temple	mid-March to mid-April
Program marketing plan (to Men's Club members) determined which includes 2 e-blasts with personalized introduction using a mail merge from a membership listing on a spreadsheet.	Jeff Bourke	3/22/2023
Stand-alone synagogue-wide e-blast	Beth El Temple	4/10/2023
e-blast to Men's Club membership with personalized introduction.	Jeff Bourke	4/13/2023
e-blast to Men's Club membership with personalized introduction, and with extended RSVP date	Jeff Bourke	4/19/2023
RSVPs and payment arrangements through the synagogue	Beth El Temple	mid-March to 4/19/2023
Execution		
Program chair arrives early to assure arrangements.		4/20/2023
Diverse group of 14 people enjoy a night out.		4/20/2023
Take some photos and a video.	Dave Diamond	4/20/2023