

## HALL OF REMEMBRANCE TIMELINE

2 months before, order forms are printed and in the synagogue. Digital copies are emailed to the congregation, Jewish Federation, other organizations and area synagogues. Hard copy is also mailed with all synagogue congregational mailings for the remainder of the program time.

6 weeks before, we start posting specially made ads to social media and sending to social media contacts, asking that all share it with their contacts. We also emphasize that ANYONE can participate.

4 weeks before, and each week thereafter, social media posts are reposted with the request to share. Another email goes to the congregation.

2 weeks before, Social media ad, letting them know time is running out, and this is repeated one week before. Synagogue mailings still contain hard copies of the order form.

We accept candle sponsorships up to 2 days before, as long as we have time to print the personalized labels.

The Hall of Remembrance is set up in advance of the date or earlier that day, and lit prior to anyone arriving for the Yom HaShoah program or Kol Nidre.

At the end of the program or Breaking of the Fast, the LED tea lights are turned off, the display is taken down and packed away.

At a convenient time the labels are removed, votive glasses wiped down to remove adhesive residue and packed away until needed again.