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# Program Plan

## Basic Information

Program Title:

Today's Date:

Date of Program:

Location:

Start and End time:

Program Type:

- Religious  
  Social  
  Israel Advocacy  
  Tzedek  
  FYSH  
  Other **Explain**

Is there a cost of admittance?

If yes, how much?

## Contacts

Main Contact and e-mail:

Position on Hillel Board:

People/Position helping to Plan:

Role(s) they are playing:


*If more, make a new document of all people/roles to be submitted along with this Plan.*

Set Up Committee:

Clean Up Committee:


Why is it important to have this event? . . . . .

What is your target audience? How many people will you reach?

List the top goal(s) of this program:

How will you follow up to make this event worthwhile?

**Costs** of the program:

ITEM	COST

*If more, make a new document of all costs to be submitted along with this Plan. Please attach receipts to Program Evaluation. You will only be reimbursed for purchases if your program is approved in advance.*

**Publicity**

Who is in charge of promotion? (Include in list on first page)

What type of publicity will be used? (Include in cost list above)

What is your publicity timeline?

**Any Other Notes**

Signature \_\_\_\_\_