Events at RS: Who to go to for what

October 2026

Info or Question on…	First reach out to…
Updates to an existing event (e.g., timing, date, speaker, etc.)	**Alyssa & Steven together**
Communications & Design	
Registration form needs: creating or adjusting a form	Alyssa
Congregational communications (social media, emails, bulletin)	Alyssa
Website content and updates	Alyssa
Graphic design	Alyssa
Program generation, attendance, and management	
Event creation/ideation	Steven
Event scheduling	Steven
Registration management (e.g., tracking RSVPs)	Steven & Michael together
Room set up/logistics	Steven & Michael together
Philanthropy	
Philanthropy events: Registration management (e.g., RSVPs)	Neil
Philanthropy events: communications	Neil & Alyssa together
Worship / Ritual	
Worship / ritual details: logistics, scheduling, speakers	Sophia
School / Youth (including BML Parents)	
All calendar / schedule / timing questions	Naomi
Special event setup / logistics	Naomi
Event communications	Jennifer
Event registration	Naomi & Jake