

# Parlor Meeting Set-Up: Step by Step

1. Contact your Rabbi, Education Director, and Early Childhood Director at your Temple
  - Get names and contact information of key families who have camper aged kids (K-4<sup>th</sup> grades preferably)
2. Decide on a date and location for the parlor meeting in coordination with the Camp Office
  - Host it at someone's house or at the temple
  - Select a date and time that does not conflict with other events going on (Parent meetings at school, games or practices with teams, etc)
3. Make personal contact with the families being invited
  - Call the families to invite them to the parlor meeting. Flyers and emails, while useful, are not as effective as a phone call or face to face invite.
  - Invitations are most effective when coming from Rabbi
4. Contact URJ Camp Staff
  - Find out what professional staff member will be attending the meeting
  - See what materials will be necessary for the meeting (Audio/Visual equipment, applications, scholarship materials, etc.)
5. Invite current or past campers/families to attend
  - If any belong to the congregation, their attendance is very useful in answering questions and seeing camper enthusiasm
6. Provide Refreshments (Optional)
  - Bagels, juice and coffee for a morning meeting
  - Chips, cookies and soda for an afternoon/evening meeting
  - Pizza and Soda for a meal style meeting