

5 Steps to Planning a

POP-UP WITH A PURPOSE

Step #1: Develop your Idea & Get Support

Talk to your Youth Advisor, Temple Clergy, or parent about your idea and the type of event you want to create. It would be great to work in partnership with your synagogue teen staff to plan your Pop-Up with a Purpose; however, parental support is good too!

Event Ideas & Resources: [Bullying and Harassment](#), [Disabilities Inclusion](#), [DoSomething.org](#), [Environmentalism](#), [Gender Equality](#), [Gun Violence Prevention](#), Mental Health Awareness ([End The Stigma and Discrimination Surrounding Mental Illness](#) and [Teen Mental Health](#)), [Preventing Eating Disorders](#), [Step-Up for Israel](#), [Teen Dating](#). Contact Emily Messinger (emessinger@urj.org) for other program ideas and discussion guides.

Step #2: Details and Registration

In partnership with your adult chaperone, choose a date, time, and location for your Pop-Up with a Purpose. Your chaperone must complete this [form](#). The date should be sooner than later since this event will typically be in response to a current event. Someone's home may be a nice option for this type of event. [Register](#) your Pop-Up with a Purpose online with the Northeast Teen Collective. The Northeast Teen Collective will give you a personalized event registration link for participants to RSVP to your event.

Step #3: Promote. Promote. Promote.

Include event details in ongoing temple teen communications as well as one-to-one event outreach. Think creatively about your event promotion. Are there clubs at your school that would be interested in this event? Do you have friends who are passionate about the issue that you will be discussing? Then reach out to these groups or friends! Google "[Event Flyer Templates](#)" for great flyer ideas. Use your personalized Pop-Up registration link to have people sign-up for your pop-up – You will get this from Emily Messinger.

Step #4: Host the Event

Before the event:

- ✓ Review program, agenda, and schedule. If anyone is leading the event with you then do this with them as well.
- ✓ Prepare, buy, and gather all materials
- ✓ Have snacks, drinks, and necessary paper goods or ask people to bring these to share
- ✓ Make sure you have someone 21+ at the event to be the adult staff member or chaperone. Review program, agenda, and schedule with this person.
- ✓ Send reminders (the day before and the day of the event)
- ✓ Make sure all participants register through your personalized Pop-Up registration link.

At the event:

- ✓ Be present. Do all your planning in advance so you can be present and engaged at the event.
- ✓ Welcome people to the event and thank them for coming.
- ✓ Implement the program as planned

Step #5: Next Steps

1. Follow through on any next steps that you committed to at the event and in the promotional materials.
2. Follow up with your Youth Advisor, Teen Educator, Temple Clergy, and/or Emily Messinger to brainstorm about next steps.
3. Schedule a Post-Pop-Up Call with Emily Messinger