

I. General Rosh Hashanah/Yom Kippur information

- Advertising
 1. General tips
 2. Rosh Hashanah
 3. Yom Kippur
 4. Sukkos/Shmini Atzeres/Simchas Torah
 5. Local newspaper advertising
- College campuses
 1. "Chai Notes" Tishrei guides
 2. College speeches
 3. College campus advertising
- Tishrei guides
 1. Introduction
 2. Pre-designed guides
 3. Formats
 4. Text
 5. Tishrei Guide contents outline
 - Introductory letter
 - The concept of candlelighting
 - Rosh Hashanah
 - Aseres Y'mei T'shuvah
 - Tzom Gedalya
 - Kaparos
 - Erev Yom Kippur
 - Yom Kippur
 - Preparations for Sukkos
 - Explanations of Sukkos services
 - Chol Hamoed
 - Hoshanah Rabbah
 - Shmini Atzeres
 - Simchas Torah
 - Kiddushim
 - Miscellaneous

II. The Shofar Factory

- Overview
- Target audience
- In-house programs
- Mobile programs
- Admission charges
- Advertising and publicity
- Contacting schools and groups
- Setting up the factory
 1. Props
 2. Shofar pictures and posters
 3. Shofars
 4. Complete materials list
- Program and presentation
 1. Introduction
 2. Group size and assistance
 3. Room setup
 4. Live schedule
 - Introductory explanations
 - Making the Shofars
 - Individuals' Shofar making
 - After Shofar making

- Exit
 - 5. Arts and crafts
 - 6. Tzivos Hashem Shofar Factories
 - 7. Sample expense breakdown
- Sample press release
- Sample letter to school
- Sample flyer

III. Rosh Hashanah/Yom Kippur Services

- Introduction
- Advertising/publicity
- Potential locations
- Shul furniture and other supplies
 1. Sifrei Torah
 2. Aronei Kodesh
 3. Chairs, tables and mechitzos
- Hiring a Ba'al Tefilah or Chazan
- Fees
- Reservations
- Membership
- Tickets
- Pre-Yomtov lectures/workshops
- Actual services
 1. Introduction
 2. Machzorim
 3. Taleisim
 4. Yarmulkes
 5. General services logistics
 6. Directing the services
 7. Explaining Tefilos
 8. Congregation participation
 9. P'sicha and K'rias Hatorah
 10. Speaking tips
 11. Speech materials sources
 12. Sample drashas
 13. Davening breaks
 14. After-services kiddush and/or lunch/dinner
- Junior Congregations
 1. Introduction
 2. Ages
 3. Lunches
 4. Staff
 5. Fees
 6. Location
 7. Program and presentation
 - Junior Congregation Leader's Guide
 - Junior Congregation machzor
 - Nighttime services
 - Daytime services
 - Afternoon services
- Hotel sleepovers and "Holiday Getaways"

IV. L'shana tovah cards and other greetings

- Yom Tov baskets
- Magazines/Newspapers/Booklets
- Good cards

- New Year's checks
- New Year's passports
- Honey bags or jars

V. High Holiday events, programs and items

- General mitzvoyim tips
 1. Hospitals
 2. Old age/retirement homes
 3. The Sunshine Club
- Prisons
- Military bases
- College campuses
- Pruzbuls
 1. Introduction
 2. Explanation
- S'lichos
- Kaporos
 1. Introduction
 2. Advance planning
 3. Program logistics
 4. After the event
 5. Kaporos T-shirts and caps
- Lekach
- Tashlich

VI. Sukkos

- Sukkos supplies
- Daled minim
- Sukkos
- Sukkah farbrengens, kiddushim parties and other "in-hut" events
- Simchas Beis Hashoevos/childrens' rallies
 1. Introduction
 2. Suggested general outline
 - Advertising
 - Scheduling tips
 - Location
 - Live schedule
- Mivtza Sukkah
- S'chach
- Mivtza lulav and esrog
- Sukkahmobiles
 1. Introduction
 2. Schools and organizations
 3. Other major locations
 4. Advertising/publicity
 5. Inside the sukkah
 6. Sukkah setup and construction
- Miscellaneous

VII. Shmini Atzeres/Simchas Torah

- Introduction
- Advertising
- Advance planning and logistics

- Live schedule

VIII. Sichos, stories, articles and letters

- Sichos
- Stories
- Articles
- Letters

IX. Prisons and military bases

- Prisons
 1. Introduction
 2. Advance authorization and security clearance
 3. Logistics
- Military bases
- Introduction
 1. Securing permission
 2. Logistics
 3. Supplies and setup

X. Appendix

- Phone number directory
- Complete list of disk filenames