Before You Send the Chanukah Flyer

A safety checklist for open, public Chanukah events

Chanukah is meant to be seen. A public lighting works best when it stays open and welcoming, with careful planning behind it. This checklist covers what to settle before the flyer goes out. Every public event should have a professional security provider. Whether that is IronRock or another licensed company, use this checklist to plan with them.

1. Before you announce

- ☐ **Book a licensed security provider first.** Ask about licensing, insurance, guard training, supervisor experience, and whether they will walk the site with you before the event.
- ☐ **Call the local police department early.** Share the date, time, location, and expected attendance. Ask about patrol presence, road closures, and permits.
- ☐ **Walk the site after dark.** Visit at the same hour as the event. Note lighting, sightlines, entrances, exits, and where cars can and cannot reach.
- ☐ **Decide what the flyer says.** A public event needs a public location. Keep staffing, security arrangements, and entry procedures off it. If the event is meant for a defined community, consider giving the exact address through registration or direct invitation.

2. The entrance

- ☐ **Choose one main entrance and put a friendly greeter there.**
- ☐ **Decide your bag policy ahead of time.** Post it where guests will see it before they arrive.
- ☐ **Plan where the line forms** so it does not spill into the street.

3. People

- ☐ **Name one person in charge of security on the night.** Everyone on the team should know who that is and how to reach them.
- ☐ **Assign volunteer roles.** Greeters, a first-aid contact, someone to help lost children, someone to answer questions.
- ☐ **Hold a 10-minute briefing before doors open.** Cover the schedule, the lighting time, and who to call if something seems off.
- ☐ **Brief your security provider on the program.** Schedule, lighting, organizers, and where children will be. Ask how staffing is sized, and why.

4. Candles, crowd, and children

- [ ] **Keep a fire extinguisher and first aid kit at the menorah.** Know who is trained to use them.
- [ ] **Keep a barrier between the menorah and the crowd.**
- [ ] **Have a lost-child plan.** A meeting spot, a named person staffing it, and a way to announce.
- [ ] **Plan for accessibility.** Seating, a clear path to the menorah, and step-free entry.

5. Parking, drop-off, and vehicles

- [ ] **Keep vehicle access away from where people gather.** Use barriers or cones where needed.
- [ ] **Set a clear drop-off point and keep it moving.**
- [ ] **Have someone walk the lot** before and during the event.

6. Communication

- [ ] **Share one phone number for the person in charge** with the whole team.
- [ ] **Make sure you can make announcements.** Microphone and speaker, tested before guests arrive.
- [ ] **Agree in advance who calls 911 and what they say,** including the exact address of the event.
- [ ] **Agree on where families gather** if the program needs to pause.

7. Weather and afterward

- [ ] **Make a weather plan** for wind, rain, and cold.
- [ ] **Hold a five-minute debrief the next day.** What worked, what did not, what to change next year.

In an emergency, call 911.

Whether you choose IronRock or another licensed provider, book security before you announce the event. IronRock Security provides armed and unarmed guards and vehicle patrol for houses of worship, schools, community centers, and public events across New Jersey and New York. Our guards are trained in de-escalation and conflict management, and our field supervisors have law-enforcement backgrounds. To plan your event with us, call (732) 820-7625 or visit ironrocksecurity.com.