

# BET AVIV PROCESS

## Responsibilities of the Special Events Chair

### Special Events – Include, but are not limited to:

1. Passover 2<sup>nd</sup> Seder
2. Casual Shabbat potluck
3. Sukkot (1<sup>st</sup> Shabbat after Yom Kippur)
4. Chanukah (our Shabbat service closest to Chanukah)
5. Shabbat pot-luck dinners (anytime)
6. Major Congregation Event – to be determined

### Planning a Special Event

1. **Set date** (some dates are set by Scheduling Committee)
  - Check Bet Aviv Website calendar for conflicts
  - If major event, also check Federation calendar
  - Decide on location and reserve the date. (Meeting House rooms are reserved by the Facilities Chair.) Past locations so indicated:
    - Passover 2<sup>nd</sup> Seder – Sheraton
    - Casual Shabbat – The Meeting House
    - Sukkot – The Meeting House
    - Chanukah – The Meeting House
    - Shabbat pot-luck dinners – The Meeting House
2. **Food Menu**
  - Always offer vegetarian choice
  - Passover – work with caterer at location
  - Casual Shabbat – pot-luck
  - Sukkot – pot-luck
  - Chanukah – Famous Daves
  - Shabbat pot-luck dinners – pot luck
3. **Financial Responsibility (if applicable)**
  - Get Bet Aviv tax-exempt number from Office Administrator – give to vendor/location for contract
  - Obtain contract from vendor/location and give to Office Administrator for signature. (keep copy for your file)
  - Direct Office Administrator to cut a check for amount of deposit and send signed check to vendor
  - Use Break-even policy to determine cost to attendees
  - Present overall cost and attendee costs to Board
  - Bet Aviv Office Administrator handles all RSVP's with checks and keeps spreadsheet with names of paid registrations. Will send updated reports to Chair person.
4. **Committee**
  - Create a committee of volunteers to help with Special Events
  - Appoint a Special Events Chair for each event
  - Meet with committee members prior to each event to assign members to tasks for each event
  - Follow-up with chair to ensure timely progress on tasks
5. **Communication**
  - Create flier or update previous flier with current date and price. Coordinate with Office Administrator. (see samples)
  - Send flier to Webmaster to upload to Bet Aviv website

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- Write Announcement and send to Communications Director to email to congregation at least 3 weeks in advance of event. Sometimes it is a good idea to send “save the date” announcement earlier.
- Coordinate with Office Administrator to print fliers and make available for Shabbat services.

### 6. Coordination of Event

- Act as liaison with caterer or location (if applicable)
- Communicate with caterer (if applicable)
  - a. number of attendees
  - b. number of tables required
  - c. number people per/table
  - d. type meal (if applicable) per/person each table
- May need to solicit volunteers for set/up clean-up (if applicable)
- May need to hire outside help (Chanukah)
- Greet attendees – delegate to committee
- Oversee set-up/clean-up, if applicable
- Keep current file on all events
- After each event get Final Report from Office Administrator
- Prepare a report after each event to include the number of attendees, the cost per/congregant, actual cost of event, revenue produced (if any), and recommendations for changes –if any.

### Board Meetings

- Attend all Bet Aviv Board Meetings (or send representative from your Committee if you cannot attend.)
- Send Committee Report to Bet Aviv Secretary each month
- Complete any assigned action items and report their status at Board Meetings
- Send final report to Board Secretary

### Newsletter

- Announce upcoming special event activities in the Observer
- After event, write article summarizing event

### Current/Previous Special Events Chairs or Coordinators

- Barbara Hurwitz
- Freda Goldberg
- Judy Zaller
- Judy Silver Weisberg – Passover Seder
- Cheryl Diehl Chanukah
- Jean Grinspoon

### Documents Produced

The following documents are produced in support of the Special Event Chair role and samples of them for guidance appear in the appendices indicated.

- Special Event Announcement (Appendix A)
- Special Event Report (Appendix B)
- Special Event Fliers (Appendix C – Sukkot, Chanukah, Passover)

# **BET AVIV PROCESS**

## **Responsibilities of the Special Events Chair**

### **Appendix A. Special Event Announcement**

Dear Bet Aviv Friends,

Attached you will find a flyer for our annual 2nd Passover Seder. Please return your reservations and checks to the Bet Aviv office by April 10th.

If you've been never been to a Bet Aviv 2nd Passover Seder before, you should know that it's a wonderfully joyful event. Cantor Marge leads our service in prayer and song, we always have a few grandkids to make us smile as they recite the four questions and look for the afikomen, and the service is both serious and fun enough to appeal to everyone.

If you have company for Passover, your guests are welcome to join us for the evening. Just let us know that you would like to sit at the same table. You get to enjoy the evening with no cooking and no cleaning up!

If you're single and don't have close relatives in the area, come join our family. It's a meaningful and fun way to spend the evening.

I look forward to seeing many of you there.

Regards,  
Geri

# BET AVIV PROCESS

## Responsibilities of the Special Events Chair

### Appendix B. Special Event Report

5885 Robert Oliver Place  
Columbia, MD 21045  
410 992-9994

### General Ledger Detail

From 1/1/2008 to 12/31/2008, Fund SE, where accounts = 006000-Q99999  
Report 256 (Rakefet v. 4.89)

Printed 1/29/2009 at 11:06 AM  
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<u>Account</u>	<u>Date</u>	<u>T</u>	<u>Amount</u>	<u>Units</u>	<u>Check</u>	<u>Family or Vendor</u>	<u>Memo</u>
204000 Seder			0.00			<STARTING BALANCE>	
204000 Seder	3/10/2008	D	60.00	2	1938	Hurwitz, Bob & Barbara	
204000 Seder	3/14/2008	D	90.00	3	4357	Bodin, Larry & Carol	request sit with Howard/Diane Caplan
204000 Seder	3/14/2008	D	60.00	2	1311	Cohen, David & Alice	
204000 Seder	3/21/2008	D	60.00	2	1181	Plotnick, Michael	
204000 Seder	3/21/2008	D	60.00	2	3508	Caplan, Howard & Diane	
204000 Seder	4/1/2008	D	120.00	5		Klein, Sami	3 adults, 2 children
204000 Seder	4/1/2008	D	195.00	7		Broida, Joel & Gail	6 adults, 1 child (ONE VEGGIE MEAL)
204000 Seder	4/1/2008	D	120.00	4	3181	Lefenfeld, Robert & Nancy	
204000 Seder	4/1/2008	D	300.00	10	1831	Katkow, Rick & Hattie	4 - Veggie meals (plus one 2 year old)
204000 Seder	4/3/2008	D	30.00	1	411	Epstein, Geri	
204000 Seder	4/3/2008	R	(30.00)	-1	3271	Bodin, Larry & Carol	overpayment
204000 Seder	4/9/2008	D	90.00	3	2114	Bland, Philip	non-member
204000 Seder	4/9/2008	D	60.00	2	3709	Wyskida, Sherry	
204000 Seder	4/9/2008	D	90.00	3	1181	Axelrod, Peter	
204000 Seder	4/9/2008	D	60.00	2	6805	Conn, Harold & Alice	
204000 Seder	4/22/2008	D	30.00	1	6940	Krawczak, Ellen	
204000 Seder	4/22/2008	D	90.00	1	1836	Katkow, Rick & Hattie	
204000 Seder	4/22/2008	D	30.00	1	658	Dewton, Ruth	
204000 Seder	4/22/2008	D	75.00	3	1386	Vinci, Stephen & Sarah	
204000 Seder	8/21/2008	P	30.00	1	2105	Goldberg, Freda	Seder
204000 Seder			1,620.00			<ENDING BALANCE>	
204000 Seder			1,620.00	54		<ACTIVITY TOTAL>	

<u>Account</u>	<u>Date</u>	<u>T</u>	<u>Amount</u>	<u>Units</u>	<u>Check</u>	<u>Family or Vendor</u>	<u>Memo</u>
603000 Seder			0.00			<STARTING BALANCE>	
603000 Seder	3/10/2008	E	450.00		3254	Baldwin's, Inc	2008 rental, Savage Mill Manor
603000 Seder	3/10/2008	E	700.00		3255	Putting on the Ritz	2008 Seder food deposit
603000 Seder	4/23/2008	E	870.50		3279	Putting on the Ritz	balance due
603000 Seder	4/23/2008	E	283.00		3279	Putting on the Ritz	18% gratuity
603000 Seder	12/16/2008	E	36.36		3457	Margery Auerbach	printing

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603000 Seder	2,339.86	<ENDING BALANCE>
603000 Seder	2,339.86	<ACTIVITY TOTAL>

Totals for all selected accounts/funds

Starting balance: 0.00

Gain (loss): (719.86)

Ending balance: (719.86)

T field: I = Income, E = Expense, P = Payment, D = Donation, J = Journal entry, R = Refund, V = Reversal

**BET AVIV PROCESS**  
**Responsibilities of the Special Events Chair**

**Appendix C. Special Event Fliers**

**JOIN US FOR BET AVIV'S ANNUAL  
SUKKOT CELEBRATION AND POT LUCK DINNER**



***Friday, October 17 6:00 – 9:30 PM***

***Home of Sandy and Ted Shooman  
5370 Flight Feather, Long Reach***

***Cantor Marge, Officiating***

***Bring a main dish, side dish, or dessert for 6-8 people  
your choice***

***Bring a Sukkot decoration to hang – Optional  
Grandchildren's artwork particularly welcome***

***Volunteer for set-up, clean-up  
Chelle Ginsburg, 410-992-5707, Chellerg@Verizon.net***

**BET AVIV PROCESS**  
Responsibilities of the Special Events Chair

**Chanukah**  
*Service and Dinner*

The Meeting House  
Friday, December 19th  
6:00 p.m. Service  
7:15 p.m. Dinner

Featuring  
Homemade Latkes by The Men's Club  
Chanukah songs with the Bet Aviv Choir



RSVP by completing the form below and  
mailing your check, payable to Bet Aviv by December 12th to  
The Meeting House  
5885 Robert Oliver Place  
Columbia, MD 21045



Name: \_\_\_\_\_  
\_\_\_\_\_ adults @ \$15.00 \_\_\_\_\_  
\_\_\_\_\_ children (under 12) @ \$6.00    \$ \_\_\_\_\_  
Total check enclosed

Traditional Chanukah Dinner  
Vegetarian Selections

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## Responsibilities of the Special Events Chair

### *Bet Aviv Family Seder* *Led by Cantor Margery Auerbach*

Thursday, April 9, 2009  
The Historic Savage Mill Manor  
6:00 p.m. – 9:30 p.m.



*Join your Bet Aviv family for a Traditional Seder Meal*

#### MENU

*Gefilte Fish, Brisket, Roasted Chicken, Garlic Mashed Potatoes, Steamed Vegetables,  
Macaroons with fresh fruit, Coffee, Tea, Soda  
Vegetarian Entrée*

*Each table is responsible for bringing:*

*Wine, Matzoh, Seder Plate and Miriam's Cup. Also bring: A Passover Haggadah:  
The New Union Haggadah (Drawing by Leonard Baskin)*

Please make checks payable to Bet Aviv  
Mail check with the reservation from below to:  
Bet Aviv, Oakland Mills Interfaith Center  
5885 Robert Oliver Place, Columbia, MD 21045  
Reservations due no later than March 25, 2009

Your check is your reservation

Please list the names of those you would like seated at your table  
Questions? Contact Barbara Hurwitz at [barbhurw@msn.com](mailto:barbhurw@msn.com)

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#### Seder Reservation Form:

Name(s) \_\_\_\_\_  
Phone \_\_\_\_\_ email \_\_\_\_\_  
Number of adults \_\_\_\_\_ @ \$36.00 = \_\_\_\_\_  
Number of children under 12 yrs. old \_\_\_\_\_ @ \$18.00 = \_\_\_\_\_  
Total amount enclosed \_\_\_\_\_

I would like to be seated with \_\_\_\_\_