

# BET AVIV PROCESS

## Responsibilities of the 2<sup>nd</sup> Seder Chair

Cantor Margery Auerbach leads the Seder.

### Chair Responsibilities

1. Locate venue for event – if not previously reserved
  - 6 mo to 1 yr ahead
2. Negotiate contract terms with sales coordinator
  - Price per/person for meal – Adult and Children under 10
  - Room rental cost
  - Provide Bet Aviv tax exempt number
  - Minimum number of people
  - Guarantee number – date due
3. Determine cost per/person based on cost of room plus food (including tip) for whatever the minimum number is per caterer
4. Execute contract
  - Send contract to Office Admin to have signed by Treasurer or President and prepare deposit check as determined by contract
  - Office Admin will prepare check for amount of deposit, have it signed by Treasurer and return signed contract and deposit check to vendor.
5. Coordinate with Bet Aviv Office Admin to create flyer and manage reservations (*\*Sample flyer attached – Appendix C*)
  - Tear-off reservation section included at bottom of sheet to be returned to Bet Aviv office
6. Coordinate with Cantor Marge
  - Any special needs she may have
  - Provide her the names and number of children attending
  - Piano accompaniment – (Mike Plotnick brings his own keyboard)
7. Table Seating
  - Assign people to tables based on requests per reservation sheet (*\*sample attached- Appendix D*)
    - a) Tables hold maximum of 10 people and that is crowded
  - Fill in tables with people not requesting specific seating
  - Choose one person at each table to be Captain of his/her table
  - Ask Captain to call or e-mail people at his/her table (provide names and phone numbers) to bring the following items to the Seder:
    - a) Matzo for table
    - b) Wine for table (possibly ask 2 people)
    - c) Harroset for table
    - d) Parsley for table
    - e) Seder plate (filled)
    - f) Miriam's cup
    - g) Haggadahs
8. Report pertinent information, including price per person, to Bet Aviv Board
9. Prepare final report to submit to Bet Aviv Board (*\*sample attached- Appendix B*)
  - Office Admin will provide final spreadsheet
10. Write articles for newsletter – prior to event and after
11. Document lessons learned and recommend changes to Bet Aviv Board

### Food

1. Select menu with caterer – always include a vegetarian entre
2. Try to keep a traditional Passover menu
  - a) Give caterer a list of foods not eligible for Passover
  - b) No bread, flour, corn, legumes, etc.

# **BET AVIV PROCESS**

## **Responsibilities of the 2<sup>nd</sup> Seder Chair**

### **Tables**

1. Caterer will provide:
  - Water glasses @ each place setting (filled)
  - Wine glasses @ each place setting
  - Pitcher of water
  - Pitcher of grape juice
  - 2 bowls of salt water
  - One extra wine glass in middle of table for Elijah cup
  - Table numbers for each table
2. 2<sup>nd</sup> Seder Chair will provide to caterer:
  - List of number of people per table \*(*sample attached*)
  - List of number vegetarian meals per table
  - Create alphabetical list of names with respective table numbers
  - Keep copy of lists for yourself
3. Decorations
  - Prior years small flowering plants donated by Alice and Dave Cohen for each table in honor of their children and grandchildren
4. Day of event put on each table a list of names of the people sitting at each table

### **Advertising**

1. Email congregation *Save the Date* message two to three months before event
2. Once flyer is created, send it to the newsletter editor to be included in the newsletter closest to date of event
3. Email flyer to the congregation 4 weeks prior to event \*(*sample attached – Appendix A*)
4. Email flyer to webmaster for Bet Aviv website
5. Email reminder one (1) week before RSVP is due

### **AV Equipment**

1. Coordinate with facilities chair to bring:
  - sound system
  - wireless microphone
  - lapel microphone for cantor

### **Current/Previous Special Events Chairs or Coordinators**

- Barbara Hurwitz
- Freda Goldberg
- Judy Silver Weisberg

# **BET AVIV PROCESS**

## **Responsibilities of the 2<sup>nd</sup> Seder Chair**

### **Appendix A. 2<sup>nd</sup> Seder 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 2<sup>nd</sup> Seder Chair

### Appendix B. 2<sup>nd</sup> Seder Report to the Board

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>I</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>I</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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## Responsibilities of the 2<sup>nd</sup> Seder Chair

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

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## Responsibilities of the 2<sup>nd</sup> Seder Chair

### Appendix C. 2<sup>nd</sup> Seder Flier

#### *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 \_\_\_\_\_

# BET AVIV PROCESS

## Responsibilities of the 2<sup>nd</sup> Seder Chair

### Appendix D. Table Seating Arrangement

Bet Aviv 2<sup>nd</sup> Seder  
The Historic Savage Mill Manor House  
Thursday, April 9, 2009  
6:00 pm

Table #1 - (9)

Cantor/Jim Auerbach  
Carol/Michael Plotnick  
Alice Triplett  
Peter Axelrod  
Henry Lefkowitz, Jonie Lehmann  
+ son

Table #2 - (8)

Barb/Bob Hurwitz  
Alice/Dave Cohen  
Lisa/Isaac Bankman  
Freda Goldberg  
Sami Klein

Table #3 - (8)

Wendy/Steve Barkin  
Gene/Robin Schulman  
Irene/Jeff Kessler  
Sherry/Chris Wyskida

Table #4 - (6)

Gail/Joel Broida  
Lesley/Michael/Sophia Broida  
Aline Feldman

Table #5 - Table #6 - (14)

Katkov Family

Table #7 - (9)

Lori/Hal Kassoff  
Ann/Michael Goldblatt  
Faye/Morris Levine + daughter  
Nan/Bob Lefenfeld

Table #8 - (8)

Geri Epstein  
Beverly Nachman  
Phyllis Brown  
Selma Meckler  
Ruth Dewton  
Sally Levin  
Shirley Beaser  
Lesley Robinson