

## HAVURAH SPECIAL EVENTS COMMITTEES

**DATES:** SPECIAL EVENTS ARE GENERALLY SCHEDULED IN RELATION TO A PARTICULAR HOLIDAY AND MAY THEREFORE FALL ON ANY DAY OF THE WEEK. CHECK YOUR RESERVED (WITH MARY LEE) **DAY, DATE, TIME and LOCATION** CAREFULLY.

**ROOMS:** USUALLY THE AUDITORIUM OF THE SOCIAL HALL.  
(WITH A GOOD SIZE KITCHEN AND ENTRANCE DIRECTLY FROM OUTSIDE)  
HOWEVER, THERE ARE TIMES WHEN IT'S NOT POSSIBLE TO RESERVE THE AUDITORIUM (SOMEBODY GOT THERE BEFORE US) SO CHECK THE ROOM(S) YOU HAVE.  
(POSSIBLY 2 or 3 ROOMS IN CATALINA VISTA).

**TIMES:** WHATEVER AREA WE HAVE, WE'VE RESERVED FOR AT LEAST ONE HOUR IN ADVANCE OF THE "PUBLIC" ADMISSION, GIVING THE COMMITTEE AT LEAST AN HOUR TO SET UP. IF YOU NEED MORE TIME THAN IS SCHEDULED IN ADVANCE OF THE EVENT, CHECK WITH MARY LEE TO SEE IF IT'S POSSIBLE.  
(SOME MEMBERS COME EARLY, BUT DON'T HAVE TO BE LET IN BEFORE THE SCHEDULED TIME, IF THE ROOM ISN'T READY)  
(THERE IS A CHARGE OF \$25 PER HOUR IF THE ROOM IS USED BEFORE 9:00 A.M., AFTER 6 P.M. ON SUNDAYS, OR AFTER 9:00 P.M. ON OTHER DAYS)

**BUDGET:** EXPENSES NEED TO BE FIGURED EARLY ON SO THAT AN APPROPRIATE FEE CAN BE SET FOR YOUR PARTICULAR EVENT IN TIME TO SELL TICKETS AT THE **PREVIOUS** REGULAR MEETING AS WELL AS IN THE SOCIAL HALL BEFORE THE EVENT. PAPER GOODS AND COFFEE ARE NOT CHARGED AGAINST THE COMMITTEE PURCHASES.

**ATTENDANCE:** USUALLY 60-80 MEMBERS ATTEND. GUESTS ARE OFTEN BROUGHT.  
(ANYONE IS WELCOME BUT SUN CITY RESIDENTS MAY ONLY COME ONE TIME AS GUESTS BEFORE JOINING HAVURAH AND PAYING THE MEMBERSHIP FEE)

1. THE INITIAL MEETING OF THE COMMITTEE SHOULD BE HELD BEFORE THE GENERAL MEETING THAT **PRECEDES** THE BRUNCH, IN ORDER TO SELL TICKETS AT THAT MEETING.

**AN EARLY INITIAL MEETING** OF THE COMMITTEE IS IMPORTANT TO:

- A. SET A PRICE FOR THE TICKETS.
- B. SET DATES AND TIMES FOR THE SALE OF TICKETS TO THE EVENT  
ONE TIME IS ALWAYS BEFORE (6:30 -7:00 P.M.) AND AFTER THE REGULAR MONTHLY MEETING, 3RD MONDAY OF THE MONTH, CATALINA VISTA  
SECOND TIME IS USUALLY IN THE SOCIAL HALL, 9-11 A.M. OR 10 A.M.- NOON (CAN BE ANY)  
ON A DATE BETWEEN THE REGULAR MEETING AND THE EVENT DATE.  
*BE SURE THE SECOND DATE GETS TO THE MEMBER WHO WRITES UP INFO FOR THE TIPSTER AND TO TONI ABEL FOR THE WEB SITE.  
(INFO TO BE PUBLISHED NEEDS TO GET TO THE ABOVE PEOPLE BY THE 5TH OF THE MONTH PRECEDING PUBLICATION)*
- C. DETERMINE MENU.
- D. DETERMINE A THEME (OR IF YOU WANT ANY)
- E. ASSIGN GENERAL/SPECIFIC RESPONSIBILITIES  
(E.G. SHOPPING, COOKING, DECORATIONS, CLEAN-UP, ETC.).
- F. DECIDE WHETHER AND WHEN YOU NEED ADDITIONAL COMMITTEE MEETINGS.

## 2. TICKETS

- A. A BOARD MEMBER USUALLY PRINTS AND NUMBERS THE TICKETS AND MAKES UP A SEPARATE CHART FOR RECORDING THE SALE OF TICKETS (SEE SAMPLE ATTACHED).
- B. IT IS GENERALLY MUCH MORE EFFECTIVELY CONTROLLED IF ONLY ONE PERSON CARRIES THE RESPONSIBILITY FOR SELLING TICKETS AND KEEPING AN ACCURATE RECORD OF THE AGREEMENT BETWEEN THE NUMBER OF TICKETS SOLD AND THE MONIES RECEIVED.
- C. CHECKS ARE FAR MORE DESIRABLE THAN CASH. BE SURE THAT THE MEMBER PAYING NOTES THE DATE AND TYPE OF AFFAIR ON HIS/HER CHECK.
- D. A RECEIPT SHOULD BE GIVEN WHEN THE PAYMENT IS IN CASH AND A COPY KEPT FOR HAVURAH RECORDS.
- E. TICKETS SHOULD BE SOLD IN NUMERICAL ORDER SO THAT YOU ALWAYS KNOW HOW MANY PEOPLE ARE EXPECTED AT THE EVENT AND CAN PURCHASE SUPPLIES ACCORDINGLY.
- F. CHECK OFF THE NAMES OF THOSE PURCHASING TICKETS AND COPY THE NUMBER(S) ON THE TICKET(S) SOLD OPPOSITE EACH NAME ON THE CHART. ALSO COPY THE CHECK NUMBER.
- G. A COMMITTEE MEMBER COLLECTS TICKETS ON THE DAY OF THE EVENT. PEOPLE CAN SIT WHEREVER THEY WISH AT SPECIAL EVENTS (UNLIKE THE BRUNCHES, WHERE SEATS ARE ASSIGNED)
- H. NO TICKETS WILL BE SOLD AT THE DOOR ON THE DAY OF THE EVENT.
- I. ALL CHECKS AND CASH (WITH A SEPARATE LIST OF CASH PAYERS) SHOULD BE TURNED OVER TO THE TREASURER.
- J. SOMETIMES THERE ARE CALLS TO PURCHASE TICKETS OUTSIDE THE TWO SALE PERIODS. IT IS AT THE COMMITTEE'S DISCRETION HOW TO HANDLE THESE.

## 3. ARRANGEMENTS

- A. *STORAGE OF ITEMS IN SOCIAL HALL OR CATALINA KITCHEN CABINETS OR REFRIGERATOR IS DISCOURAGED BECAUSE OF THE UNCERTAINTY OF THEIR BEING THERE WHEN YOU WANT THEM.*
- B. THE NUMBER AND A DIAGRAM OF THE ARRANGEMENT OF TABLES AND CHAIRS NEED TO BE SUBMITTED TO MARY LEE O'CONNOR AS FAR IN ADVANCE AS POSSIBLE. (SHE IS USUALLY IN MONDAY-FRIDAY, 7:30 A.M.-4:00P.M. SHE IS NOT IN ON SATURDAYS, SUNDAYS, AND HOLIDAYS. HER OFFICE IS ENTERED THROUGH THE GIFT SHOP. A SAMPLE OF SUCH A DIAGRAM PLUS BLANK FORMS TO FILL IN YOUR PLAN FOR MARY LEE ARE ATTACHED.

ANY OTHER EQUIPMENT YOU WANT FOR YOUR PROGRAM ALSO NEEDS TO BE ORDERED THROUGH MARY LEE AND NOTED ON THE DIAGRAM.

EQUIPMENT AVAILABLE THROUGH MARY LEE:

MICROPHONES (PORTABLE AND FIXED)  
OVERHEAD PROJECTOR  
SLIDE CAROUSEL  
BLACKBOARD (AND WHITEBOARD)  
PORTABLE SCREEN (ALSO THERE ARE FIXED ONES IN SOME ROOMS)  
EASEL  
TV-VCR  
TABLECLOTHS @\$2.00

KEEP A COPY OF THE DIAGRAM AND YOUR REQUESTS FOR YOUR RECORDS.

- C. COFFEE TAKES ABOUT AN HOUR TO BE READY. REGULAR AND DECAF CAN BE MADE. ONE POUND OF COFFEE MAKES 100 CUPS (OR 1 SMALL STYROFOAM CUP TO 20 CUPS OF WATER). HOT WATER FOR TEA IS USUALLY MADE ON THE HOT PLATE. THERE ARE ENOUGH WATER PITCHERS FOR EACH TABLE.

#### 4. BUDGET

- A. THIS IS PREDICATED ON THE NUMBER OF TICKETS SOLD X WHATEVER PRICE YOU'VE SET. THE GOAL IS TO AT LEAST BREAK EVEN.
- B. TABLECLOTHS COST \$2.00 PER TABLE (LET MARY LEE KNOW HOW MANY YOU WANT). INCLUDE THE NUMBER OF SERVING TABLES THAT YOU WANT TABLECLOTHS FOR.
- C. VICKI WOLD IS USUALLY AVAILABLE TO HELP WITH PREPARATION AND CLEAN-UP. SHE NEEDS TO BE CALLED TO MAKE SPECIFIC TIME ARRANGEMENTS. IF SHE IS NOT AVAILABLE ON THE DATE YOU NEED HER, SHE USUALLY CAN ARRANGE FOR SOMEONE ELSE TO COME. HER FEE IS \$10.00 PER HOUR. THE TREASURER WILL GIVE HER A CHECK AT THE END OF THE EVENT FOR THE NUMBER OF HOURS YOU TELL HIM SHE HAS WORKED. SHE (OR YOU) NEED TO GIVE THE TREASURER A WRITTEN STATEMENT WITH THE DATE, EVENT NAME, NUMBER OF HOURS VICKI WORKED, HER RATE AND THE TOTAL COST.
- D. "NORMAL" PAPER GOODS ARE ON HAND AND ARE NOT CHARGED AGAINST SPECIAL EVENTS COSTS. SEE ATTACHED LIST OF ITEMS STORED. CHECK WITH THE SPECIAL EVENTS CO-ORDINATOR RE WHAT YOU NEED AND WHAT IS AVAILABLE FROM HAVURAH STORAGE. CALL WHOEVER IS STORING PAPER GOODS AND/OR FOOD ITEMS FOR TIMES TO PICK UP AND RETURN ITEMS.
- E. EACH COMMITTEE MEMBER SHOULD OBTAIN A SEPARATE (DO NOT MIX WITH PERSONAL ITEMS PURCHASED AT THE SAME TIME) RECEIPT FOR ARTICLES PURCHASED FOR THE EVENT ; NOTE PURCHASER'S NAME AND EVENT ON THE RECEIPT AND TURN IT IN TO THE EVENT CHAIRMAN, WHO SHOULD COLLECT ALL RECEIPTS FOR THE EVENT , NOTE TOTALS ON THE FINANCIAL STATEMENT (ATTACHED), AND SUBMIT THE RECEIPTS TO THE TREASURER FOR REIMBURSEMENT.

#### 5. MENU

- A. CAN BE ANY ITEMS COMMITTEE DECIDES (WITHIN BUDGET).
- B. QUANTITIES NEEDED CAN BE COMPARED TO RECORD OF SIMILAR PAST USAGE. (SEE ATTACHED FORM AND CHECK WITH SPECIAL EVENTS CO-ORDINATOR)
- C. CHECK OUT ITEMS THAT OTHER MEMBERS MAY BE STORING FROM PAST EVENTS. (CHECK WITH SPECIAL EVENTS CO-ORDINATOR)

#### 6. LEFTOVERS

ALL TABLES SHOULD BE CLEARED. TABLECLOTHS ORDERED FROM MARY LEE MAY BE LEFT ON THE TABLES FOR THE MONITOR TO PICK UP. COFFEE GROUNDS SHOULD BE EMPTIED (UNLESS TOO HOT) AND THE MONITOR WILL CLEAN THE POT.

DEPEN DING ON THE ITEMS AND THE AMOUNTS LEFT OVER, THE COMMITTEE MAY CHOOSE TO:

- A. GIVE THE MONITOR A SAMPLING OF WHATEVER IS SERVED PLUS SOME ADDITIONAL LEFTOVERS.
- B. GIVE SOME TO THE HIRED CLEANUP PERSON(S).
- C. DIVIDE WHAT'S LEFT AMONG THE COMMITTEE MEMBERS.
- D. IF THE AMOUNT OF A LEFTOVER ITEM IS REALLY LARGE, IT CAN BE SOLD (*DISCRETELY*) AND AT THE COMMITTEE'S DISCRETION TO ANY HAVURAH MEMBER WHO IS INTERESTED FOR A NOMINAL AMOUNT (SET BY THE COMMITTEE)
- E. ANY ITEM (A SIGNIFICANT AMOUNT) THAT CAN BE STORED WELL OVER TIME AND CAN BE USED AT ANOTHER HAVURAH AFFAIR (AND THERE ARE MEMBERS WHO ARE WILLING TO STORE IT IN THEIR FREEZER). BE SURE TO RECORD WHO HAS WHAT.
- F. LEFTOVER PAPER GOODS SHOULD BE RETURNED TO THE SPECIAL EVENTS CO-ORDINATOR OR THE STORAGE AREA.
- G. DONATE AND DELIVER IT TO THE FIRE DEPARTMENT.
- H. THROW IT AWAY.

6/02

SOMETIMES, HAVURAH MEMBERS, WHO ARE NOT COMMITTEE MEMBERS, WILL HELP THEMSELVES TO LEFTOVER FOODS WITHOUT CHECKING FIRST WITH THE COMMITTEE.

**IT IS THE COMMITTEE THAT DECIDES WHAT TO DO WITH ANY LEFTOVERS.**

PLEASE INFORM WHOEVER TRIES TO DO THIS THAT THE COMMITTEE CHAIRMAN WILL LET THEM KNOW IF THERE ARE ANY LEFTOVERS THEY MAY HAVE. (GOOD LUCK). ALSO , THE CHAIRMAN IS FREE TO TELL ANY NON-COMMITTEE MEMBER THAT THEY ARE NOT PERMITTED INSIDE THE KITCHEN.

## **7. ACKNOWLEDGEMENTS**

AT THE EVENT, THE COMMITTEE CHAIRMAN READS OFF THE NAMES OF ALL WHO WORKED ON THE EVENT SO THAT THEY MAY BE RECOGNIZED - AND APPRECIATED.

## **8. AFTER THE EVENT**

IT IS USEFUL TO HAVE A FOLLOW-UP MEETING TO

- A. REVIEW WHAT WENT WELL AND WHAT DIDN'T
- B. FILL IN THE USAGE FORM (ATTACHED) AND GIVE IT TO THE SPECIAL EVENTS CO-ORDINATOR. THIS INCLUDES A STATEMENT OF THE NUMBER OF PERSONS ATTENDING, THE AMOUNTS PURCHASED, WHAT (IF ANYTHING) WAS SUBSTANTIALLY OVER-PURCHASED AND WHAT (IF ANYTHING) WAS SHORT OF WHAT WAS NEEDED FOR THE NUMBER OF PERSONS ATTENDING. THIS KIND OF LIST IS VERY HELPFUL TO FUTURE COMMITTEES.
- C. FILL IN THE FINANCIAL STATEMENT

## **9. PHONE NUMBERS**

825-3711 (ASK FOR MARY LEE): MARY LEE O'CONNOR (OFFICE IS OFF THE GIFT SHOP)  
825-7673: CORINNE KULICK (PRESIDENT)  
825-9050: NAOMI MILLER (SPECIAL EVENTS CO-ORDINATOR)  
818-1345: AVIVA KAMIN (TREASURER)  
825-0800: DAISY STEIN (TIPSTER)  
797-1049: TONI ABEL (WEB SITE)  
1-520-896-2202: VICKI WOLD (PAID CLEAN-UP)

## **10. MONITORS**

USUALLY WORKING IN CATALINA

GLEN SCHNELL  
TOM CHAPIN  
BOB SARR  
ART ROGALE  
COLIN LAINSON

USUALLY WORKING IN THE SOCIAL HALL

MAX CRUZ  
DOUG HEALY  
TOM CHAPIN  
COLIN LAINSON  
JACK REDASKY