

Submitted to Kevin Pringle, Shir Hadash Men's Club President (via e-mail)

Memo for Record
Shir Hadash Men's Club Membership Dinner Information Revision 2
November 15, 2016

Leads:

Jack Friedman: overall coordination, food, drinks, catering

Steve Jackson: entertainment video

Actions and Activities

1. Establish the desired date of the dinner on the Men's Club calendar. Project lead for the membership dinner is the VP Membership. Another person should be identified from the board to manage the entertainment – speaker or video and a third member should commit to taking pictures at the event.
2. Initial coordination with Cong Shir Hadash (Nadine Toby) on the date and location (Oneg Room) of the Membership Dinner should be done 60-75 days prior to the event. This year with the late High Holidays and other conflicting events we scheduled the Membership Dinner on the night reserved for the monthly night poker game. The game was slipped one week. Attachment 1 is a drawing provided to Nadine letting her and the maintenance lead for Shir Hadash know how we want the room to be set up – tables, projector, chairs, coffee, water, ice, etc. Based on the number of attendees you should update this information to Nadine a few days prior to the event. Diagram and e-mails to Nadine included in Attachment 1. Temple provides hot and cold cups, all kitchenware, napkins and plates. Buca provides these items but Shir Hadash insists we use compostable items, so the Buca dinner items will be saved and used at the Men's Club summer picnic.
3. 30 days prior to the event – 2 actions
 - a. Contact the caterer for the food order. We have used Buca di Beppo in Campbell for several years and always been satisfied with the order. Attachment 2 is the order and receipt from the 2016 dinner. Use personal credit card for the purchase and seek reimbursement after the dinner. Buca doesn't post the order until they deliver the dinner. We had plenty of food was for 25 members. I would not order less but I might consider buying more garlic bread. Call the restaurant a few days before the dinner to reconfirm the order and delivery specifications. I provided a tip to the wait staff and there was a delivery charge.
 - b. Prepare and send out the initial flyer to the Men's Club membership. Initial e-mail is attachment 3 and the flyer is attachment 4. You will need to send out a reminder 1 week before the RSVP due date, attachment 5, and again a day or two after that date, attachment 6. Keep track of RSVPs and I did have people responding up to 2 days before the dinner. Attachment 7 is the final RSVP list.
 - c. In addition to the catered dinner, we had 2 large bottles of Coke (probably only needed 1 Coke) and 2 of Diet Coke, a six pack of beer and 3 bottles of red wine (we used 2 of the bottles of wine).
4. Make sure you have someone identified from the board to take pictures of the event.
5. I stopped by Shir Hadash in the afternoon to ensure we were set up correctly and verified that our entertainment (DVD – The Jazz Singer) was set up and ready to go.

6. Night of the event – everything went smoothly. Have nametags for everyone to write on so that new members and guests will get to know each other. Andre – temple maintenance cleaned up everything. I sent 2 bottles of beer home with a member and I bought the unopen bottle of wine for my use. Only error we forgot to take pictures.
7. Send the bills to Ron Wolk (treasurer) for payment. Total cost \$579.82 submitted to Ron (attachment 8).

In addition to the catering list these items were purchased:

2 – 2 liter bottles of Coke (provided at this event by Steve Jackson as leftover from a recent speakers engagement)

2 – 2 liter bottles of Diet Coke

3 bottles of Red Wine (we used 2. I only bought red because the previous year we purchased 2 red and 1 white and no one drank the white wine)

There was an additional \$40 expense for misc supplies.

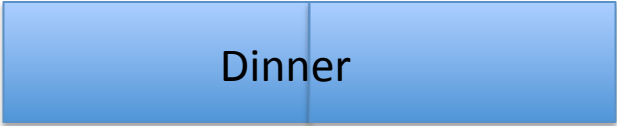
Attachments

1. Oneg Room Membership Dinner Layout
2. Buca di Beppo catering order and final payment
3. Initial e-mail to membership
4. Flyer to accompany the initial e-mail
5. Reminder e-mail to membership
6. Final reminder e-mail to membership
7. Final RSVP list
8. Cost summary

Entrance To Kitchen



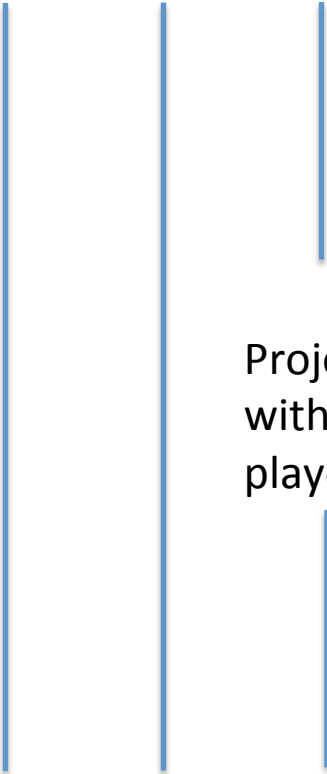
Please set up
coffee, ice
water (3
pitchers) and
a bucket for
ice



Please set up compostable knives, forks
and spoons



3 rows of chairs



Projector
with DVD
player

Projection
Screen

Attachment 1

Entrance
from Main
Hallway

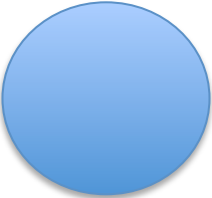
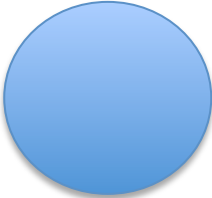
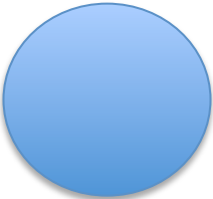
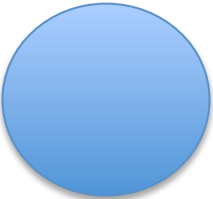
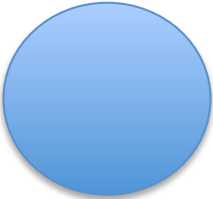
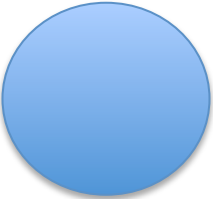


Table and Chairs for 40 guests





Buca Sales & Marketing, LLC
Buca di Beppo Campbell
1875 South Bascom Avenue
Campbell, CA 95008
National Phone: 877-955-2822
Local Phone: (408) 377-7722
Fax: (408) 608-2005

BEO #: 1883514
Created: 10/13/2016
Updated: 10/13/2016
Status: DEFINITE

Account: CAMP - 2015 Social Gatherings Account	Event Date: Tuesday, November 15th 2016
Group Name: Shir Hadash (Friedman) delivery	Contact: Jack Friedman
Address:	Phone: 408-655-1623
Tax Exempt: NO	Mobile:
	Fax:
	On Site Contact:
	On Site Phone:
	Booked By: Amy Benguerel
	Local Sales Contact: Michele Lisa
	Guarantee Due Date:
	Deposit: \$0.00
	Deposit Due Date: Hold on CC / Pay Day of Event
	Payment Method: Hold on CC / Pay Day of Event

Time	Group/Event Name	Area/Room	Guest Count	Guarantee	Set
5:45 PM - 6:00 PM	Shir Hadash (Friedman) delivery	Catering	40	40	40

MENU				CONDITIONS
Qty.		Price	Total	
2	Garlic Bread (Large)	\$10.99	\$21.98	
1	Mixed Green Salad - Full	\$67.99	\$67.99	
1	Ravioli al Pomodoro - Half	\$39.99	\$39.99	
1	Spaghetti with Meat Sauce - Full	\$79.99	\$79.99	
1	Chicken Marsala - Full - CUT IN HALF	\$129.99	\$129.99	
1	Tiramisu - Full	\$89.99	\$89.99	
OTHER ITEMS				
Qty.		Price	Total	
1	Delivery Fee	\$25.00	\$25.00	
	House Bread, Butter Chips, Crushed Red Pepper, Parmesan Cheese, Extra Sauce(s)	\$0.00	\$0.00	
	Disposable Silverware Packets, Plates, Napkins, Serving Utensils	\$0.00	\$0.00	
TO GO / DELIVERY ARRANGEMENTS				
Event Location/Venue: Shir Hadash Early Childhood Center		Address: 20 Cherry Blossom Ln Los Gatos, CA 95032		
Location/Venue Contact: Jack Friedman 408-655-1623				
Phone:		Email:		

CONDITIONS

DELIVERY FEE, SERVICE CHARGE & TAX - A one-time \$25.00 delivery fee (plus applicable taxes) will be added to the total food and beverage charge requiring delivery. For any delivery that requires chafers and set up, Client will be charged a Service Charge equal to \$15.00 per hour, for each Restaurant employee assisting with the delivery and set up (partial hours will be prorated).

MENU REVISIONS - Any revisions to Restaurant's menu must be made at least two (2) days prior to the delivery. Reasonable substitutions will be made, if necessary.

OUTSIDE VENDORS - Restaurant is not responsible for any arrangements made with outside vendors.

TAX EXEMPT GROUPS - Tax exempt groups must provide a copy of valid state sales tax exempt certificate prior to the delivery. Client must be named as an exempt organization.

CANCELLATION POLICY - If Restaurant terminates this Agreement due to unforeseen circumstances prior to the delivery, all deposits and prepayments will be returned in full within 10 days without any further liability to Restaurant. If the delivery is cancelled by Client for any reason, Restaurant will give a full refund of Client's paid deposit if cancellation notice is received at least seven (7) days prior to the delivery. If Client cancels within seven (7) days or less of the delivery, the deposit becomes completely non-refundable. All prepayments and deposits are forfeited by the Client if cancelled less than seven (7) days prior to the delivery.

CONTRACTUAL LIABILITY AND FORCE MAJEURE - Performance of this Agreement is contingent upon the availability of the Restaurant management to complete the same, and is subject to labor troubles, disputes, or strikes, accidents, government (Federal, State or Municipal) requisitions upon travel, transportation of foods, beverages or suppliers, inclement weather, "Acts of God" and other causes whether enumerated herein or not, beyond the control of Restaurant. In no event shall the Restaurant, its parent, subsidiaries, affiliated and related entities and their respective directors, officers, employees and/or agents be liable for the loss of profit or for similar or dissimilar collateral, consequential or incidental damages whether based on breach of contract, warranty or otherwise.

FOOD STORAGE & MAINTENANCE - Restaurant hereby agrees to properly store and maintain the prepared food until the time of delivery. Client shall be solely responsible for the proper storage and maintenance of the food from the time of delivery to the time of serving. The Client also agrees and understands that improper storage and/or temperature maintenance of the food can increase the chance for food-related illnesses. Restaurant will not be held liable for any injury or illness incurred by Client or guests related to the delivery, or of the event being catered, caused by improper care for food after the delivery.

INDEMNITY - Client agrees to indemnify and hold the Restaurant, its parent, subsidiaries, affiliated and related entities and its employees harmless from any and all claims, demands, losses, costs and damages of every kind arising out of, or in connection with, the delivery or related order unless the same is the result of Restaurant's gross negligence.

EMAIL PROMOTIONS: By signing this Event Agreement, Client Acknowledges and agrees to receiving email promotions from Buca di Beppo, Earl of Sandwich, Planet Hollywood and Planet Dailies.

ENTIRE AGREEMENT - This document and the Catering Menu Plan constitutes the entire agreement between Client and the Restaurant. It may not be changed, modified, or amended, except by an agreement in writing signed by both parties. This Agreement shall be governed by, constructed in accordance with, and enforced under the laws of the State of Florida. Venue for any dispute shall be in Orange County, Florida.

AUTHORITY: Only persons of at least 18 years of age may enter into this Delivery Agreement. By signing this Delivery Agreement, Client acknowledges that he/she is at least 18 years of age.

Agreed and Accepted:

Client Authorized Signature

No signature on file

Sales Manager Signature

No signature on file

credit card on file
Friedman SW Visa



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Buca di Beppo Campbell
1875 South Bascom Avenue
Campbell, CA 95008
National Phone: 877-955-2822
Local Phone: (408) 377-7722
Fax: (408) 608-2005

BEO #: 1883514
Created: 10/13/2016
Updated: 10/13/2016
Status: DEFINITE

ESTIMATE of CHARGES

This document is not an invoice.

Estimate of Charges are based on current guest count and menu price excluding Sales Tax and Service Charge. Charges are Subject to Change.

Account: CAMP - 2015 Social Gatherings Account
Group Name: Shir Hadash (Friedman) delivery
Address:
Tax Exempt: NO

Qty.		Price	Total
2	Garlic Bread (Large)	\$10.99	\$21.98
1	Mixed Green Salad - Full	\$67.99	\$67.99
1	Ravioli al Pomodoro - Half	\$39.99	\$39.99
1	Spaghetti with Meat Sauce - Full	\$79.99	\$79.99
1	Chicken Marsala - Full - CUT IN HALF	\$129.99	\$129.99
1	Tiramisu - Full	\$89.99	\$89.99

Qty.		Price	Total
1	Delivery Fee	\$25.00	\$25.00
	House Bread, Butter Chips, Crushed Red Pepper, Parmesan Cheese, Extra Sauce(s)	\$0.00	\$0.00
	Disposable Silverware Packets, Plates, Napkins, Serving Utensils	\$0.00	\$0.00

	Total
Food	\$429.93
Delivery Fee	\$25.00
Subtotal	\$454.93
State Sales Tax	9.0% \$38.69
Gratuity	10.0% \$45.49
Grand Total	\$539.11
Deposit Due	-\$0.00
Estimated Amount Due	Unpaid \$539.11
Price Per Person	\$10.75

less 25.00 coupon
+ tax

Total = 511.99 (see receipt)

Receipt of Payment

Event: Shir Hadash (Friedman) delivery

Location: Buca di Beppo Campbell

Date of Event: Tue, Nov 15, 2016

Tripleseat Payment #: 922714

Amount	Date	Details
\$511.99 (USD)	11/16/16 at 12:42pm	Visa ending in 7908 - Exp. 4/2019 for Jack Friedman

Attachment 3

From: "Shir Hadash Men's Club" <shirhadashmensclub@gmail.com>
To: "Aaron Lepold" <alepold@gmail.com>, "Mickey Adelman" <mickey7848@gmail.com>, "Mark Allen" <mark@4allen.org>, "Robert Bergman" <robert@bergmansrus.com>, "Adrian Cerda" <adrian@cerda.net>, "Charles Rath" <charles.rath@yahoo.com>, "Michael Dine" <mdine@ucsc.edu>, "Hal Eichel" <halnm01@aol.com>, "Ray Epstein" <raythel@earthlink.net>, "Jack Friedman" <jack_friedman@comcast.net>, "Gordon Gladstone" <gordon@shirhadash.org>, "Dave Goldberg" <davegoldberg2002@yahoo.com>, "Sheldon Goldsmith" <sangoldsmith@sbcglobal.net>, "Rusty Gralnik" <imgralnik@comcast.net>, "Bruce Hartman" <bruceian20@gmail.com>, "Marshall Heller" <fitnes2@earthlink.net>, "Randy Hess" <rhess@ahk-law.com>, "Joe Isaacson" <jmimd@comcast.net>, "Steve Jackson" <hojacks@gmail.com>, "Rabbi Steven Kaplan" <skaplan567@mac.com>, "Jim Katzman" <jimkoolkat@gmail.com>, "Dan Knipe" <danbar819@gmail.com>, "Marty Lazar" <marty.lazar@mac.com>, "Max Lettween" <mlettww@gmail.com>, "Howard Levine" <hy2s2l@comcast.net>, "Jack Long" <ga1Long@yahoo.com>, "Richard Namm" <richard.namm01@gmail.com>, "Alan Nobler" <alan@nobler.com>, "Irv Olender" <iwolgca@earthlink.net>, "Richard Pickard" <rich.pickard@plantronics.com>, "Arnold Pinck" <arnoldpinck@gmail.com>, "Bruce Preville" <bruce@preville.net>, "Kevin Pringle" <kevinprin@yahoo.com>, "Dan Rappaport" <drapps@comcast.net>, "Bob Raskowitz" <hbraskowitz@gmail.com>, "Robert Reicher" <robreicher@yahoo.com>, "Bruce Roberts" <bruceroberts@yahoo.com>, "Jim Rosenfeld" <jim867@sbcglobal.net>, "Mike Segal" <mike@mikesegalproperties.com>, "Murray Siegel" <murraysiegel@sbcglobal.net>, "Steve Siegel" <stevesiegel4848@gmail.com>, "David Singer" <david@d2j.us>, "Dave Spodick" <dspodick@pacbell.net>, "Ed Stein" <ehstein@pacbell.net>, "Bob Steinfeld" <steinfe2@gmail.com>, "Eric Stone" <estone100@hotmail.com>, "Greg Swisher" <gregs@contentrules.com>, "Howard Taub" <howard.taub@gmail.com>, "Ron Wolk" <ronwolk@aol.com>, "Jeffrey Young" <jeffry.young@gmail.com>, "Rich Zbriger" <rich.zbriger@earthlink.net>

Sent: Thursday, October 13, 2016 10:45:15 AM

Subject: Shir Hadash Men's Club Membership Dinner

Fellow Men's Club Members

Please plan on attending our annual Men's Club membership dinner, on Tuesday, November 15th at 6:00 PM in the Oneg room at Shir Hadash. An Italian dinner will be catered by Buca Di Beppo followed by an entertainment video. There is no charge to current or prospective members for this event, and you are encouraged to bring along a friend who might be interested in joining the Men's Club. We have several

new members to welcome to our group this year and we look forward to meeting them at this event. If you have any questions about Men's Club activities please feel free to bring up your thoughts.

See the enclosed flyer for additional details and contact me at: Jack_Friedman@comcast.net or (408) 655-1623 to reserve your place today. Please RSVP not later than November 7th, since this is a catered event so that we can confirm attendance with our caterer. We will be serving water, soda, beer and wine. Thank you.

Best regards
Jack



Attachment 4



YOU'RE INVITED to the annual Men's Club Membership Dinner

Tuesday, November 15th at 6:00pm
In the Oneg Room at Shir Hadash

Open to all current and prospective members
Bring a friend you would like to have join the Men's Club

Italian dinner catered by Buca di Beppo
Video entertainment to follow

There is no charge to current or prospective members

Please R.S.V.P. to Jack Friedman at
Jack_Friedman@comcast.net or (408) 655-1623
by Monday, November 7th

Attachment 5

This e-mail went to all Shir Hadash Men's Club membership.

This is a reminder to those of you who haven't signed up yet for the Men's Club Membership Dinner on Tuesday, November 15th. Deadline for your RSVP is November 7th. Please don't wait until the last minute. Come and enjoy a great Italian dinner catered by Buca di Beppo, followed by the original movie The Jazz Singer. There is no charge for current and prospective members of the Mens' Club. Know another Shir Hadash member who is interested in finding out more about the Men's Club? If so, bring them along - it's a great opportunity for them to meet our members and learn what we're all about. See the enclosed flyer for more details.

Please RSVP soon, and I'll be looking forward to seeing you on the 15th at 6:00pm.

Jack

Jack Friedman
Shir Hadash Men's Club Membership Chairman

Original Flyer Announcement was attached and shown in the e-mail.

Attachment 6



Ed Stein <shirhadashmensclub@gmail.com>

Sent by Jack Friedman

Last Call to RSVP for Men's Club Dinner

5 messages

Shir Hadash Men's Club <shirhadashmensclub@gmail.com>

Mon, Nov 7, 2016 at 3:52 PM

To: "Adelman, Mickey" <mickey7848@gmail.com>, "Allen, Mark" <mark@4allen.org>, "Bergman, Robert" <robert@bergmansrus.com>, "Cerde, Adrian" <adrian@cerda.net>, "Dine, Michael" <mdine@ucsc.edu>, "Eichel, Hal" <halnmo11@aol.com>, "Gladstone, Gordon" <gordon@shirhadash.org>, "Hartman, Bruce" <bruceian20@gmail.com>, "Hess, Randy" <rhess@ahk-law.com>, "Isaacson, Joe" <jmimd@comcast.net>, "Kaplan, Rabbi Steven" <skaplan567@mac.com>, "Katzman, Jim" <jimkoolkat@gmail.com>, "Knipe, Dan" <danbar819@gmail.com>, "Long, Jack" <ga1Long@yahoo.com>, "Namm, Richard" <richard.namm01@gmail.com>, "Nobler, Alan" <alan@nobler.com>, "Olender, Irv" <iwolgca@earthlink.net>, "Pickard, Richard" <rich.pickard@plantronics.com>, "Preville, Bruce" <bruce@preville.net>, "Reicher, Robert" <robreicher@yahoo.com>, "Roberts, Bruce" <bruceroberts@yahoo.com>, "Spodick, Dave" <dspodick@pacbell.net>, "Stone, Eric" <estone100@hotmail.com>, "Swisher, Greg" <gregs@contentrules.com>, "Young, Jeffry" <jeffry.young@gmail.com>

Cc: Ed Stein <ShirHadashMensClub@gmail.com>

Hi Membership

Please let me know in the next day or two at the latest if you are planning on attending our annual Shir Hadash Men's Club annual membership dinner on November 15th. Last call. Thanks.

Jack

Attachment 7

5 November 2016 Membership Dinner Attendee

	First Name	Last Name	Attending	Not Attending
1	Mickey	Adelman		
2	Mark	Allen		
3	Robert	Bergman		
4	Adrian	Cerda		
5	Michael	Dine		
6	Hal	Eichel	1	
7	Jack	Friedman	1	
8	Gordon	Gladstone		
9	Dave	Goldberg	1	
10	Sheldon	Goldsmith	1	
11	Rusty	Gralnik	1	
12	Bruce	Hartman		
13	Marshall	Heller	1	
14	Randy	Hess		
15	Joe	Isaacson		1
16	Steve	Jackson	1	
17	Rabbi Steven	Kaplan		
18	Bill (William)	Kaplan		1
19	Jim	Katzman		
20	Don	Knipe		
21	Marty	Lazar	1	
22	Aaron	Lepold	1	
23	Max	Lettween		1
24	Howard	Levine	1	
25	Jack	Long		
26	Richard	Namm		
27	Alan	Nobler	1	
28	Irv	Olender		1
29	Richard	Pickard		
30	Arnold	Pinck		1
31	Bruce	Preville		
32	Kevin	Pringle	2	W/Guest Ron Victor
33	Dan	Rappaport	1	
34	Bob	Raskowitz	1	
35	Charles	Rath	1	
36	Robert	Reicher	1	
37	Bruce	Roberts		
38	Jim	Rosenfeld	1	
39	Mike	Segal	1	
40	Murray	Siegel	1	
41	Stephen	Siegel		1
42	David	Singer		1
43	David	Spodick		
44	Ed	Stein	1	
45	Bob	Steinfeld	1	
46	Eric	Stone		
47	Greg	Swisher		
48	Howard	Taub	1	
49	Ron	Wolk	1	
50	Jeffry	Young		
51	Rich	Zbriger		1
Total			24	8

Attachment 8

Shir Hadash Men's Club Membership Dinner Expense Summary
17 November 2016

Catering from Buca di Beppo: \$511.99
Misc expense for support materials \$40.00
Soda (2 Diet Coke) \$3.85
Wine (2 bottles red wine) \$23.98
Total \$579.82

Payment request/with receipts submitted to treasurer. See also Attachment 2
Buca-di-Beppo receipts.

NOB HILL
FOODS

Get Something Extra
at Raleys.com

TERM# 2 STORE# 604 OPERATOR# 901694
11/15/16 14:51:53
NOB HILL (800)925-9989

Grocery Items -----
COKE DIET 2 LITER Q1 1.67 TF
1 @ 3 / 5.00
Regular Price 1.99
+CRV SINGL SODA GR Q1 .10 tf
COKE DIET 2 LITER Q1 1.67 TF
1 @ 3 / 5.00
Regular Price 1.99
+CRV SINGL SODA GR Q1 .10 tf
SUBTOTAL 3.54
8.75% TAX CA .31
TOTAL \$ 3.85
CASH 10.00
CASH CHANGE 6.15

NUMBER OF ITEMS

4
Diet Ccke

YOU SAVED A TOTAL OF .64
THAT IS A SAVINGS OF 15%

----- FSA Total \$0.00 -----
Use your health spending card here.
Items beginning with H> qualify for
FSA purchase.

For service concerns, contact
Raley's Service Center at
service@raleys.com or (800)925-9989

COSTCO
WHOLESALE

Sunnyvale #423 12.99
150 Lawrence Station RD 10.99
Sunnyvale, CA 94086
(408) 730-1892 # 23.98

H1 Member 302813261010

32645 SIMI CAB 12.99 A
Date of Birth = xx/xx/xx KEYED
45272 PN CNT COAST 10.99 A
87745 ROTISSERIE 4.99 A
E 890181 ALASK SALMON 12.99
E 1101775 ORIGINSTRONE 9.99
45272 PN/CNT COAST 10.99 A
SUBTOTAL 62.94
TAX 3.50
**** TOTAL 66.44

XXXXXXXXXXXX7908 SWIPED
Seq#: 9767 App#: 04815D
Visa Resp: APPROVED
Tran ID#: 631200009767....
Merchant ID: 99042311

APPROVED - Purchase
AMOUNT: \$66.44
11/07/2016 14:48 423 9 226 638

Visa 66.44
CHANGE 0.00

A 8.75% TAX 3.50
TOTAL TAX 3.50
TOTAL NUMBER OF ITEMS SOLD = 6
11/07/2016 14:48 423 9 226 638
OP#: 638 Name: ELLEN B.