

CONGREGATION KODIMCH
Springfield, Mass.

"KODIMOH" means "FORWARD"

SUGGESTIONS TO HOSTESSES

Mrs. Julius Kletsky
Chairman

Program Office
State 8-7875

The CONGREGATION MEETING AND CONCERT will be held at 8 P.M. on Sunday, November 17.

The Place: The Synagogue

The Purpose: The primary purpose of this Meeting is to give complete information regarding the Building Fund for our New Synagogue. A chance for free expression of opinion will be given to all.

THERE WILL BE NO SOLICITATION OF ANY KIND AT THIS MEETING.

THERE WILL BE NO CHARGE FOR THE CONCERT.

Moshe Koussevitsky, one of our most famous Cantors, will give a brilliant program. Impress upon your guests that this opportunity to hear him is a chance of a life time.

Refreshments will be served following the Meeting.

Your job as Hostess is terribly important to the success of this Program. The Program will bring results in so far as people are thoroughly acquainted with the objectives and to the extent where good will reigns throughout the Congregation. This is your job.

Your function is to make this Meeting and intimate, cordial and delightful experience. People should come because they want to, not because they are pressured into it. Make the Program seem attractive.

On the pews will be large placards bearing the name and number of each Hostess. At the entrance doors the Co-Hostess will have complete lists of the guests and will direct them to their seats.

Each Hostess should keep her group about her until refreshment time. See that each individual in the group is as widely introduced as possible. Graciousness is the watchword of the evening.

Do not let people stay home because of children. Offer to provide baby-sitters. If needed call Mrs. Julius Kletsky, RE2-2217.

Let lack of transportation keep no one home. Try to provide it within your group.

PROCEDURE

Following the meeting this afternoon, choose from the Card Racks the cards of ten families you would like to invite. Keep the cards.

List in duplicate on the blanks provided, the names of the cards you have taken. Turn the lists in to Mrs. Kletsky.

Call these people immediately. Don't put it off.

Printed invitations will be sent to all guests early in the week of November 10. These will reinforce your calls.

Again, during the day of Sunday, November 17, telephone a second time to all your guests and remind them you are anticipating the pleasure of their presence that evening.

THIS IS IMPORTANT.

Immediately report to your Co-Hostess acceptances and rejections.

On the night of the Meeting, a distinguishing ribbon will be given you to wear. Be in your places about twenty minutes early, so that you will be there to greet those whom you invited.