

2019 - 2020 Shabbat Morning Oneg Captain's Message

PLEASE READ THIS MESSAGE CAREFULLY!

Leading an Oneg is like hosting a pot luck party with all volunteers. You will find that you have enough peoplepower to get everything done, but only if you can motivate everyone to do their part. At least in this context, the key to motivation in leadership. Joan Kahn (jkahn@umd.edu) is available to mentor ALL new captains. Be calm and organized. Be specific, timely and relevant the direction you can give your crew, the better your crew will respond.

Please carefully consider each of the following suggestions:

- 1. Start EARLY!** Once you get your crew assignment list, send a quick email within the first week, introducing yourself as the captain for your assigned date and make sure that you set clear expectations of what you need from your crew. This also confirms that there are no switches or last minute problems. If someone on your crew has switched dates or there are any other problems, please inform us at ashospitality@adatshalom.net. Encourage your crew to respond early for the foods they would like to bring (latecomers will have less choice.) We have added attached a detailed spreadsheet to keep yourself organized. Plan on starting most of your work 3 – 4 weeks before the day of your Oneg, that way crew members won't get blindsided with new requests (or orders) at the last minute.
- 2.** Remember that you may have a bar- or bat-mitzvah on the date of your Oneg. If so, you may be contacted by the B'nai Mitzvah Coordinator for the family or you can contact them, if we know who this person is we will provide you the information. We will provide you with as much as we know (use of tablecloths and other special instructions.) Do your best to put the family at ease. Please discuss with the B'nai Mitzvah Coordinator their food contributions (all families **MUST** contribute food – if they are staying for the Oneg, they must provide 6 servings per guest, if they are not staying they must contribute 3 servings per guest), this is someone from outside your crew and hand-picked by the B'nai Mitzvah family. The coordinator is your first point of contact and they will see to the family's needs.
Encourage the family to do more than just Pizza and Cake. There is a list of Caterers/Restaurants that meets the Adat Shalom guidelines if the family wants.
- 3.** While you still have time (until one week before the Oneg), give your crew as much choice as possible: about what foods they will bring (unless it is a themed Oneg.) You are in charge and you want to offer a balanced meal. (Please consider less carbs and be creative with your food choices) You may make suggestions if you have too many of one kind of food being offered. When everyone signed up they were asked if they were willing to do the pre and post **Oneg volunteer jobs (i.e. – pick up bagels, cream cheese and challah at Ize's Bagels on Rockville Pike, bring milk/cream and ice, or do laundry)** Please check the attached spreadsheet to see if anyone pre-volunteered for these jobs and confirm with those volunteers; if not, ask your crew members to volunteer.

4. Give the members a reason to show up on-time on Oneg day. Cleanup usually ends around 2:00 p.m. We've found that if we give the first 10 people to show up before 9:25 a.m. the right to leave at 1:30 that we have no shortage of people when we need them.
5. Make it EASY for each member to know what he/she needs to do during the Oneg. Show up by 9:15 a.m. on the day of the Oneg to set up the Task Box and to make sure that all cards are in order and in the box. Don't try to do all the tasks yourself! You are in charge, guide your crew to success – and check that the work is getting done. Be calm, relaxed and organized it goes a long way. Some Captains even have a "team meeting" before the day starts it's a good ice breaker and people get to know one another better. Feel free to pair new members with veterans, it helps everyone build a strong rapport.
6. As things slow down, put aside 5-10 minutes to make sure that the **inventory form** is filled out, this is posted on the white refrigerator in the kitchen next to the entrance. This way next week's captain will have everything he or she needs to be as successful as you have been.
7. Be sure to remind the crew to eat early from the center buffet table (NOT THE FIRST TABLE) as the cards suggest so that they can manage the tables during the Oneg. If your crew ensures that the tables stay clean and that food, condiments, napkins, cutlery, plates and cups remain available throughout the meal, you'll see the general congregation respond – by cleaning up their own tables and messes.
8. Please make sure that you inform the [hospitality chair](#) if there is any issue with your crew. If someone doesn't show up or has an issue with participating in the crew, we need to know so we can continue to improve the process and make everything run more smoothly. Also, please be sure to pass along information regarding Oneg switches, email or phone number changes, or any members who have dropped out.
9. **This is the most important – there is a NEW security protocol, PLEASE make sure these are followed! The social hall doors will be locked from the outside at 9:30 and should not be propped open after they are locked but can be opened from the inside only to let in oneg crew members delivering food to the kitchen. If there is someone knocking on the social hall door that you do not know or looks "out of place" DO NOT OPEN THE DOOR! There will be security training and at least 1 usher must have gone through this training before acting as an Usher.**

Thank you very much for Captaining! We hope that you enjoyed your time with your crew and if you need speak to someone from the Hospitality Committee, please email us at ashospitality@adatshalom.net.