



HIGH HOLY DAY RECIPROCAL SEATING REQUEST

– AN OVERVIEW –

*June 2010
Tammuz 5770*

Colleagues,

All shuls have congregants who travel during the High Holidays and come to their Executive Directors for assistance in getting High Holiday seating at congregations in their destination area. Some of these requests are then processed by letter, some by fax, some by telephone. Sometimes all the information needed by the host congregation is conveyed initially; often it is not and subsequent exchanges are required. There are many different practices with regard to “ticket” issuance, and sometimes there is confusion as to whether the ticket is being sent to the visitor, or is to be picked up, or is to be sent to the visitor’s host home, and so on. If either congregation is small and does not have an Executive Director, the information exchange can be even less efficient.

The attached has been used successfully for the last six years, and is based on the shared experience of participants with designing a single High Holy Day Reciprocal Seating Request form. One of its strengths is that all the information anyone might need appears in a standard format. This effective form contains the traveler’s name, confirms that s/he is in good standing, tells who (if anyone) he is visiting at the destination, and allows space for full information as to how to reach him.

It also notes whether the traveler is paying for seats at his home congregation. Our hope here remains that we could all agree that if the congregant is paying for seats at his home congregation (either by a single dues-seats fee, or by a separate seat fee), then the host congregation would not make him pay again for a seat, unless it were an upcharge for some kind of premium location.

As this form winds its way around the continent, including to smaller congregations with no Executive Director or administrator, it remains our hope that it can be utilized in fulfilling at least a large number of this year’s seat requests.

You will find the form on the next page of this booklet. It is also available as a template in MS-Word format, with blanks to be filled in as needed for repeated use. Please share freely and encourage others to use and share the form as well.

While this document is still an evolving one, we hope you agree with us that a standardized form for information transfer at a hectic time of year should make the holiday period a little easier. We thank Glenn Easton, *FSA, ATz*, Bob Hill, *FSA*, and Rabbi Paul Drazen for their efforts in promoting this process.

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UNITED SYNAGOGUE OF CONSERVATIVE JUDAISM
NORTH AMERICAN ASSOCIATION OF SYNAGOGUE EXECUTIVES



HIGH HOLY DAY RECIPROCAL SEATING REQUEST

Today's Date: _____

FROM:

Name of Congregation: _____

Street Address: _____

City, State/Province, Zip/Postcode: _____

Voice: _____ Fax: _____

E-mail: _____

Executive Director or other Agent of Congregation: _____

TO:

Name of Congregation: _____

Street Address: _____

City, State/Province, Zip/Postcode: _____

Voice: _____ Fax: _____

E-mail: _____

Executive Director or other Agent of Congregation: _____

_____ is/are member(s) of our congregation in good standing, who will be in your area for the High Holy Days this year. He/she/they will be guests of your member(s) _____. We would be grateful if you would extend to him/her/them the courtesy of High Holy Day seating at your synagogue for Rosh HaShanah _____ Yom Kippur _____ All days _____.

- High Holy Day seats are included in our congregational membership fee, which they are paying to us.
- High Holy Day seats are not included in our congregational membership fee, but they are paying both the membership fee and a seat fee to us.
- High Holy Day seats are not included in our congregational membership fee. They are paying our membership fee but not our seat fee. If you have seat fees, they therefore understand that you may request that they pay your seat fee.

Member contact information: _____

Please advise our member(s) as to how you will convey ticket(s) to him/her/them.

Thank you for your consideration. [Signed] _____