

Book & Author 2022 Committee Descriptions and Chairs

1. Table Captains:

Chairs: JoEllen Susman, Sue Lawler, and Ruth Lerner – Be a Table Captain with your own table(s) and/or solicit new and past table captains to fill tables. Responsibilities include communicating with those at your table and the Table Captain chairs.

2. Bookmark Party & Invitation

Chairs: Barbara Stern & Freyda Libman - Plan the Bookmark party and expand the number of Bookmark donors. *A Bookmark is someone who contributes above the minimum in various categories*.

3. Volunteer Committee

Chairs: Hillary Kaminsky, Terriann Kleiner, Stephanie Klopfer & Carol Kadet – Oversees recruitment and utilization of all volunteers for other committees. Need day of event Greeters for 3 shifts prior to the start of program.

4. Boutiques

Chairs: Brina Pepper & Linda Perlman - Assist vendors in the sales area. Morning and afternoon shifts are available.

5. Decorations

Chairs: Wendy Cohen & Freddie Lieberman - Responsible for creating table decorations for the event from conception to construction. This activity begins several weeks prior to B&A. On day of B&A, volunteers are needed Before and After the program to set up and take down decorations

6. Registration

Chairs: Ronee Siegel, Susie Sacks, Gail Tenn & Nurit Burrows - Sit at registration table to check people in as they arrive. 2 shifts needed.

7. Author Committee

Chairs: Beth Messer, Joyce Grant & Michelle Fischler

- Sit with authors during one book signing. There are 3 shifts, two before the program and one afterward.
- Transport the authors to and from the airport (pick up and/or return). Generally, pickup will likely be Wednesday or Thursday and return is following the luncheon on Friday or the next day.
- Floaters to provide needs such as water, coffee, pens for the authors.

8. Book Sales

Chairs: Bonnie Furst & Harriet Schwartz - Help with the sale of authors' books before and after program

9. Reservations Committee

Chairs: Kathleen Witkin and Joan Davis – Assist those with problems in registering for the event. Keep track of registration and confirm Covid-19 vaccine status