



## Pre-Convention Staff Manual

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Dear NFTY Convention/Youth Workers Conference staff member:

To begin, we thank you for your time, commitment and the passion that will undoubtedly help to make the 2011 NFTY Convention a success!

This manual is designed to give you some general information about the 2011 NFTY Convention and prepare you for what to expect on-site. It covers a range of topics from hotel information to general roles onsite. We know it does not cover all topics and many are only briefly mentioned. During staff orientation, we will go through the schedule and your role in detail.

Your desire to be a part of the team and your sacrifice of valuable work and personal time is tremendously appreciated. We are certain that you will have a challenging, exciting and worthwhile experience.

We encourage you to review all of the information in this manual and come prepared to work hard and have fun!

L'Shalom,  
The NFTY Convention and Youth Workers Conference Team

**For updated information, schedules, and forms, please visit the  
NFTY Convention/Youth Workers Conference Staff Website**

**[www.nfty.org/convention/staffsite](http://www.nfty.org/convention/staffsite)**

**Username: nc11staff**

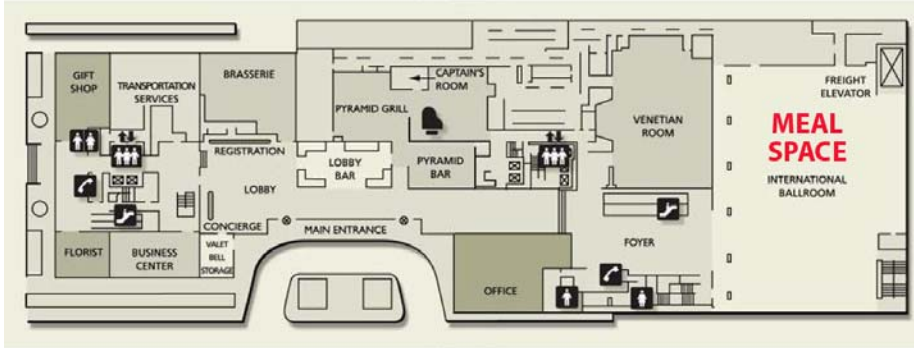
**Password: dallas**

**Get to Know the Hotel!**

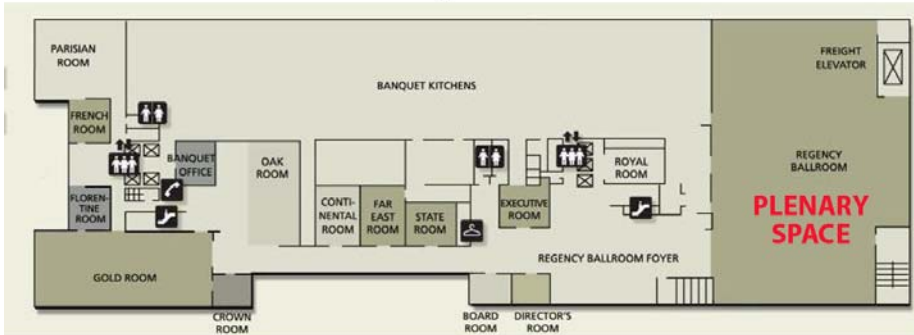
The Fairmont Hotel Dallas <http://www.fairmont.com/dallas/>

1717 N. Akard Street , Dallas, Texas 75201

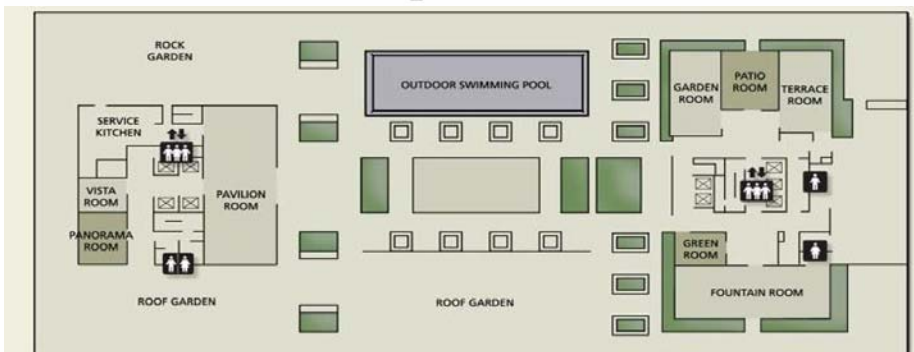
TOLL FREE: (866) 540-4427 TEL (214) 720-2020 FAX (214) 720-7405



*Lobby Level*



*Banquet Level*



*Terrace Level*

At this NFTY Convention, we have access to all event space on the property. For those of you who were with us two years ago in Washington, DC, we have about 1/3 fewer meeting rooms overall. We expect our meeting spaces to be tighter than before, and appreciate your help in advance in working with your team to help ensure easy movement throughout the hotel.

### **The NFTY Business Office**

Some staff will be assigned shifts to assist in the NFTY Business Office. You may be asked to speak with parents, assist with administrative tasks, or help with other duties. Any on-site copying or printing should be completed through the NFTY Business Office, and must be approved ahead of time.

### **The NFTY Shuk**

Mary Levy is the main staff contact, and there will be shifts of additional staff to assist with the Shuk, including pack up on the last evening.

#### *Shuk Hours:*

Friday: 12 pm to 4 pm

Saturday: 8:30 pm to 10:15 pm

Sunday: 8:30 pm to 10:30 pm

Monday: 9:30 pm to 11:00pm

If you are interested in sending merchandise to be sold in the Shuk, information about Shuk policies and shipping can be found on the NC/YWC staff site:

[www.nfty.org/convention/staffsite](http://www.nfty.org/convention/staffsite)

Username: nc11staff

Password: dallas

### **Resource Area**

The Resource Area will be a compact space comprised of tables with information about our youth programs and URJ affiliates. The Resource Area will be open during the same hours as the Shuk. Beth Mann is the primary contact for the Resource Area.

### **Help Desk**

Participants in need of assistance or information should be referred to the Help Desk. The Help Desk is being overseen by URJ Board Member and volunteer, Jane Rips.

### **Dress Code**

For URJ Staff: Business casual dress (khakis, dress pants, and dress shirts) is appropriate for all activities. No jeans or sneakers allowed except during pre-convention meetings and for the Sunday offsite activities. Dress for Shabbat and for the banquet on the last night is professional (teens will be dressed in semi-formal attire for the banquet). Dress for the Youth Workers Conference is business casual. If you are running a workshop for the Youth Workers Conference, professional dress is appropriate during your presentation. Finally, and most importantly, be sure to bring comfortable shoes.

### **Meals**

During Convention, staff members will be serving as ushers at meals, ensuring efficient and fast seating. Please assist at all meals to ensure quick movement in and out of all dining areas. Staff should seat themselves among participants to ensure proper supervision during meals.

### **Parking at Convention**

We have a limited number of parking passes available for our group. Please inform Robin Hirsch if you plan to park your car at the hotel for the duration of Convention.

## Shipping

If you will be shipping materials to Dallas, please read the shipping protocol document, and download the appropriate shipping labels from the NC/YWC staff website:

[www.nfty.org/convention/staffsite](http://www.nfty.org/convention/staffsite)

Username: nc11staff

Password: dallas

## On Site Communication

There will be times during Convention when staff will be notified of program changes, emergency situations, or other issues that arise. We will be communicating in the following ways:

- A whiteboard will be set up outside of the NFTY Business Office.
- A broadcast messaging system will be used in an emergency that will send a pre-recorded voice message or text message directly to your cell phone.

## Speaking to the Media

The only people permitted to speak to the press are Rabbi Elliott Kleinman and Rabbi Michael Mellen.

## Internet Access

The NFTY Business office is reserved for official NFTY Convention work. **IN ORDER TO OBTAIN FREE INTERNET ACCESS AT THE HOTEL**, please click [here](#) to register for membership to The Fairmont President's Club. Registration in the President's Club will give you free access to wifi in the hotel. NFTY Convention/YWC will not cover the cost of in-room internet access. Please, register for the Fairmont President's Club before you arrive in Dallas.

## Guests/Visitors

All guests or visitors to Convention must be registered in advance. If you have a guest joining you and they have not registered, please speak with Anna Blumenfeld. Note that RAs and participants are not allowed to invite guests to the event.

## Health and Safety, Security, and Supervision

Sam Roberts is the head of the security and medical team at NFTY Convention, and will work closely with Paul Reichenbach, Laurence Jacobs, and Amanda Wachstein to ensure our participants' health and safety at all times.

NFTY Convention is unlike regional conclaves and camp events. While we will do all we can to ensure maximum health and safety, the nature of the supervision we will provide will be different in a number of ways, as described below. When not assigned to particular responsibilities, the active involvement and visibility of all staff members at all times is absolutely essential.

### Security

NFTY regards the health, safety and security of our participants, staff and adults attending the Convention/Conference as our highest priority. Every decision regarding these events takes into consideration, first and foremost, the well-being of all involved.

All participants, including staff, must wear their badges at all times to ensure that only these individuals have access to the program facilities and rooms. Hotel security will have officers on duty throughout our time at the hotel.

We will remain in ongoing contact with the hotel security staff and the police so we can receive up to the minute reports on security and weather conditions in the Dallas, TX, area. We are prepared, if need be, to make adjustments in our program if advised to do so.

### **Infirmary**

Sick call will take place for 30 minutes after breakfast and after dinner when on site at the hotel. We will also have a person available at most meals for check-in and triage. We will have a supply of over-the-counter medications available. If participants need medications, then they must see the medical staff during check-in times or the posted sick call times. Gary Brandt will serve as the health center Administrator throughout the event.

### **General Supervision**

All URJ staff, regardless of team assignment, will be responsible for assisting with the supervision of health, safety and security. The participant teams, consisting of Unit Heads and RAs, will lead floor meetings each evening at curfew time with assigned groups of teen rooms.

#### **Floor Meetings**

Every night at curfew time, RAs and URJ Staff will work as teams to move participants to their rooms, conduct floor meetings and to take attendance by room.

The floor meetings play an important function at Convention:

- Helps organize room attendance and bed check
- Allows staff to answer participant's questions
- Debrief the day concluded and "hype" the day to come
- Focus on the participants in small groups to determine if there are medical, emotional or program problems
- Deliver important announcements

### **OD/Shmira Supervision**

Each set of rooms will have an RA, every few RA rooms will be supervised by Unit Heads, and all of the Unit Heads are supervised by the on-call Floor Captain. The Unit Heads are responsible for supervision until 3 am, when hotel security will take over with security as long as all participant rooms are quiet.

### **Resident Advisors**

Our 20 college-age Resident Advisors will have a wide range of responsibilities throughout the event. RAs volunteer to come and pay their own transportation to Convention because of many years of active involvement and commitment to NFTY, URJ camps, KESHER and Reform Judaism. While most of the RAs' primary responsibility will be staffing the participant units, we will all be working with them as part of our staff team.

### **Job-Specific Staff Responsibilities:**

- Floor Captain
  - Senior staff person assigned to a floor or series of floors
  - Floor Captains will check in with Unit Heads
  - Work with Unit Heads to trouble shoot major issues
  - Serve as conduit to Security and Medical Teams in case of an emergency
  - Floor Captains will be on call every other night
- Unit Head
  - Help with supervision of Resident Advisors on floors
  - Work with RAs to ensure health and wellness of participants
  - Help with floor meetings and crowd control
  - Late-night shmira and wake-up duty with RAs
  - On-floor supervision of NFTYites in rooms
  - Meal time dining room seating and general crowd control
  - Reports to the Floor Captain
- Resident Advisors
  - Run evening floor meetings
  - Check participants into rooms each evening
  - Roving on halls during the day
  - Wake-up calls
  - Other tasks as assigned

### **General Staff Responsibilities**

- You may be asked to do these on-site
  - Airport greeters
  - Registration Duties
  - Parent phone calls
  - General floor and program space roving throughout the day
  - Elevator/Escalator duties
  - Off-site program chaperones
  - Load-in ballroom duty
  - Help Desk, Shuk, or Business Office assistance
  - Departure from hotel at conclusion of the Convention

## Official Guide to Who can Solve My Challenges at NFTY Convention and Youth Workers Conference

<b>Your Challenge</b>	<b>The Challenge Solver</b>
A/V for Big Moments	Loui Dobin
Airport and other Transportation	Laurence Jacobs
Big Moments	JC Cohen
Challenge with NFTYites/Missing NFTYite	Amanda Wachstein
Challenge with YWC	Lisa David
Communications/PR	Scott Hertz
Convention Programming	Subie Banaszynski
Copies	NFTY Business Office: Howard Nutinsky
The Dining Room	Frank DeWoskin
Food Issues & Staff Meal Vouchers	Robin Hirsch
Health Issue	Sam Roberts and Medical Team
Hotel issues, questions, etc	Robin Hirsch
Housing	Abbye Eisenthal
Individual Registration or Payment Challenge	Anna Blumenfeld
Lost and Found	Help Desk
Need a songleader?	Ryan Leszner & Danielle Rodnizki
Need to be driven somewhere?	Scott Braswell
Need to spend money?	Abbye Eisenthal
NFTY Board	Melissa Frey
NFTY Competitions	Pamela Schuller
NFTY Program Office/Supplies Onsite	Howard Nutinsky
NFTY Veida Business Meeting	Melissa Frey, Rachel Mersky Woda
Off-Site Trips	Mike Fuld
Packages/Shipping	Kelly Biedinger
Photography	Jaime Cojac
RA Issues & Scheduling	Melissa Frey
Registration Process	Briana Holtzman
Requests relating to music	Alan Goodis
Safety, Security and Medical	Sam Roberts
Set-ups for Convention workshops, function space	Program Team, Ari Vared
Set-ups for YWC workshops, function space	Lisa David
Staff Scheduling	Melissa Frey
Supply Orders	Howard Nutinsky
Technical Support	Jesse Paikin
Tefillot	Rabbi Ana Bonnheim
The NFTY Business Office	Howard Nutinsky
The NFTY Store (Shuk)	Mary Levy
Transportation	Laurence Jacobs
VIPs & NFTY Convention Presenters	Rabbi Brian Zimmerman and Miriam Chilton
Volunteers	Anna Blumenfeld
Someone without credentials wants to come to NFTY Convention	Anna Blumenfeld
Videography	David Chernak, Max Klaben
YWC Conference Programming	Lisa David, Rabbi Mike Mellen
YWC Office and Logistics	Lisa David

## Staffing Team Assignments - NFTY Convention/YWC 2011

(Listed by team, followed by alpha list by first name)

<b>Michael Mellen - Team Captain - NC &amp; YWC</b>	
Amanda Wachstein	NC/YWC Liaison
<i>Ben Tungland</i>	<i>Assistant to Mike Mellen &amp; Ballroom</i>
Brian Zimmerman	VIP Handler
Debby Shriber	Focus Group Coordinator
Elliott Kleinman	Advisor
Laura Novak Winer	YWC & NC Teams
Miriam Chilton	VIP Handler
Paul Reichenbach	Advisor

<b>Anna Blumenfeld - Team Captain - LOGISTICS</b>	
Abbye Eisenthal	Housing, Money
Briana Holtzman	Onsite Registration
Howard Nutinsky	Office Manager
Jane Rips	Help Desk
Kelly Biedinger	Advance and Departure - Shipping
Laurence Jacobs	Transportation
Robin Hirsch	Liaison to Hotel
Scott Braswell	Driver

<b>Subie Banaszynski - Team Captain - PROGRAM</b>	
Mike Fuld	Assistant Director
Ana Bonnheim	Tefilah
Andi Solomon	Alumni Receptiions
Ari Vared	Workshops
Beth Avner	Big Names, Signage
Danielle Rodnizki	Songleader
Marc Friend	RAC Liaison
<i>Resident Advisor A</i>	<i>Runner</i>
<i>Resident Advisor B</i>	<i>Runner</i>
<i>Robbie Streeter</i>	<i>Assistant to Subie</i>
Roey Shiff	Israel
Ryan Leszner	Songleader

<b>Jonathan Cohen - Team Captain - BALLROOM</b>	
Alan Goodis	Music Coordinator
<i>Ben Tungland</i>	<i>Assistant to Mike Mellen &amp; Ballroom</i>
Brian Mitchell	Scripting and Big Moments
Greg Kellner	Musical Moments
Jesse Paikin	Ballroom Production
Kelly Biedinger	Stage Manager
Leslie Bass	Web & Tech
Loui Dobin	Ballroom AV
Pamela Schuller	Teen Music Team, NFTY Competitions



<b>Scott Hertz - Team Captain - COMMUNICATIONS</b>	
Daniel Steiner	Marketing
Annette Powers	Marketing
Max Klaben	Videography
Shelley Schweitzer	Marketing

<b>Lisa David - Team Captain - YWC</b>	
Bobby Harris	Team & OnSite Floor Captain
Craig Rosen	Team
David Berkman	YWC Intensive
Debby Shriber	Team & Focus Group Coordinator
Jerry Kaye	Team
Lori Lasday	Team
Marcia Grossfeld	Team
Ron Klotz	Team & OnSite Floor Captain
Yehudit Werchow	Israel

<b>Melissa Frey - Team Captain - STAFF</b>	
<i>David Alpert</i>	<i>Assistant to Melissa</i>
Beth Mann	Resource Tables & Exhibitors
Cookie Honigberg	Help Desk
Ian Bush	Security
Mary Levy	Shuk
Gary Brandt	Health Center
Rich Kirschen	NFTY in Israel Liaison
Sam Roberts	Safety, Security & Medical Lead
Stefani Rozen	Security
<b>Floor Captains</b>	<b>Additional Role</b>
Bobby Harris	YWC Team
Corey Cutler	
Erin Mason	
Frank DeWoskin	Dining Room
Jeff Rose	
Karen Kollins	
Louis Bordman	
Randy Colman	
Ron Klotz	YWC Team
Susan Alexander	
<b>Unit Heads</b>	<b>Additional Role</b>
Alexa Broida	
Beth Kanofsky	
Jaime Cojac	Photo/Signage
Lynne Butner	Bone Marrow Registry
Marissa Frankel	
Max Klaben	Video/Photo
Samara Leader	Security
Shane Carr	

Susie Abrams	
Traci Stratford	Welcome Activities
<b>NFTY Board</b>	<b>Role</b>
Aly Pavela	MCVP
<i>Aliza Gazek</i>	<i>Assistant to Asefah</i>
Daniel Landesberg	President
Julia Carpey	PVP
Molly Goldberg	SAVP
Rachel Mersky Woda	NFTY Board Wrangler
Rio Blue	RCVP

### Staffing, Alpha by First Name

Name	Team	Role
Abbye Eisenthal	NC Logistics	Housing, Money
Alan Goodis	Ballroom	Music Coordinator
Alexa Broida	NC Staff	Unit Head
Aly Pavela	NC Staff	NFTY MCVP
Amanda Wachstein	NC & YWC	NC/YWC Liaison
Ana Bonnheim	NC Program	Tefilah
Andi Solomon	NC Program	Alumni Receptiions
<b>Anna Blumenfeld</b>	<b>NC Logistics</b>	<b>Team Captain</b>
Annette Powers	Communication	Marketing
Ari Vared	NC Program	Workshops
Beth Avner	NC Program	Big Names, Signage
Beth Kanofsky	NC Staff	Unit Head
Beth Mann	NC Staff	Resource Tables
Bobby Harris	YWC	Team & NC OnSite Floor Captain
Brian Mitchell	Ballroom	Scripting & Big Moments
Brian Zimmerman	NC & YWC	VIP Handler
Briana Holtzman	NC Logistics	Onsite Registration
Cookie Honigberg	NC Staff	Help Desk
Corey Cutler	NC Staff	Floor Captain
Craig Rosen	YWC	Team
Daniel Landesberg	NC Staff	NFTY President
Daniel Steiner	Communication	Marketing
Danielle Rodnizki	NC Program	Songleader
David Berkman	YWC	YWC Intensive
Debby Shriber	YWC	Team & Focus Group Coordinator
Elliott Kleinman	NC & YWC	Advisor
Erin Mason	NC Staff	Floor Captain
Frank DeWoskin	NC Staff	Floor Captain & Dining Room
Gary Brandt	NC Staff	Health Center

Greg Kellner	Ballroom	Musical Moments
Howard Nutinsky	NC Logistics	Office Manager
Ian Bush	NC Staff	Security
Jaime Cojac	NC Staff	Unit Head & Photo/Signage
Jane Rips	NC Logistics	Help Desk
Jeff Rose	NC Staff	Floor Captain
Jerry Kaye	YWC	Team
Jesse Paikin	Ballroom	Ballroom Production
<b>Jonathan Cohen</b>	<b>Ballroom</b>	<b>Team Captain</b>
Julia Carpey	NC Staff	NFTY PVP
Karen Kollins	NC Staff	Floor Captain
Kelly Biedinger	Ballroom	Ballroom Stage Manager
Laura Novak Winer	NC & YWC	YWC & NC Teams
Laurence Jacobs	NC Logistics	Transportation
Leslie Bass	Ballroom	Web & Tech
<b>Lisa David</b>	<b>YWC</b>	<b>Team Captain</b>
Lori Lasday	YWC	Team
Loui Dobin	Ballroom	Ballroom AV
Louis Bordman	NC Staff	Floor Captain
Lynne Butner	NC Staff	Unit Head & Bone Marrow Registry
Marc Friend	NC Program	RAC Liaison
Marcia Grossfeld	YWC	Team
Marissa Frankel	NC Staff	Unit Head
Mary Levy	NC Staff	Shuk
Max Klaben	NC Staff	Unit Head & Video/Photo
<b>Melissa Frey</b>	<b>NC Staff</b>	<b>Team Captain</b>
<b>Michael Mellen</b>	<b>NC &amp; YWC</b>	<b>Team Captain</b>
Mike Fuld	NC Program	Assistant Director
Miriam Chilton	NC & YWC	VIP Handler
Molly Goldberg	NC Staff	NFTY SAVP
Pamela Schuller	Ballroom	Teen Music Team, NFTY Competitions
Paul Reichenbach	NC & YWC	Advisor
Rachel Mersky Woda	NC Staff	NFTY Board Wrangler
Randy Colman	NC Staff	Floor Captain
Rich Kirschen	NC Staff	NFTY in Israel Liaison
Rio Blue	NC Staff	NFTY RCVP
Robin Hirsch	NC Logistics	Liaison to Hotel
Roey Shiff	NC Program	Israel
Ron Klotz	YWC	Team & OnSite Floor Captain

Ryan Leszner	NC Program	Songleader
Sam Roberts	NC Staff	Safety, Security and Medical
Samara Leader	NC Staff	Unit Head & Security
Scott Braswell	NC Logistics	Driver
<b>Scott Hertz</b>	<b>Communication</b>	<b>Team Captain</b>
Shane Carr	NC Staff	Unit Head
Shelley Schweitzer	Communication	Marketing
Stefani Rozen	NC Staff	Security
<b>Subie Banaszynski</b>	<b>NC Program</b>	<b>Team Captain</b>
Susan Alexander	NC Staff	Floor Captain
Susie Abrams	NC Staff	Unit Head
Traci Stratford	NC Staff	Unit Head & Welcome Activities
Yehudit Werchow	YWC	Israel