

Examples to help draft your host Havurah Email to guests:

Example 1:

SUBJECT: Havurah Lunch: [INSERT DATE HERE]

Hi all,

We are looking forward to hosting the Havurah Lunch on **XXX**, and hope you are able to make it!

Please let us know if you are able to join us and what dishes you'll be bringing (main dishes, sides, salads, fruit, challah, desserts). Reply all so people can plan their dishes accordingly. Please also reply all with any allergies!

We will provide **XXX**.

Please RSVP by next Tuesday so we have a basic headcount of who is coming, and if there are any gaps in the meal to fill.

Looking forward to it!

NAMES HERE

Example 2:

SUBJECT: Havurah Lunch: This Shabbat [INSERT DATE HERE]

Inbox

Hi All,

We hope you can join us for Havurah Shabbat lunch this **XXX** at **XXX** pm. We live at **[INSERT ADDRESS HERE]**.

Please let us know if you can join us and if you have any allergies/food restrictions the group should be aware of. Please also email what you can contribute to the meal (see the list below) -- please try to pick 2 items so we have enough variety.

We will provide **XXX**.

Challah, plus hummus/other dips

Salad, plus sliced veggies for the kids

Vegetable side dish #1

Vegetable side dish #2

Grain/starch side dish #1

Grain/starch side dish #2

Dessert #1

Dessert #2
Fruit

We hope you can join us!
[INSERT NAME HERE]

Example 3:

We are hosting shabbat lunch for the rotating havurah on **XXX**.

Please let me know if you plan to attend and which 2 food items you will bring for our dairy lunch.

Thank you.

menu:
challah
main course
child-friendly main course
side dishes
salad
fruit
dessert

Looking forward!
[INSERT NAME AND ADDRESS]