

Thank you for hosting a Friday Night Oneg

Provide Refreshments

Amount is determined by how many people are expected

	<u>10-20</u>	<u>20-50</u>	<u>50-100</u>	<u>100+</u>
1) challah	1	1	1	2
2) cake	1	2-3	3-5	5+
3) cookies (doz)	1	2-5	5-8	9+
4) ice (bag)	1	1	2	2+
5) soda (2 ltr)	1	2	4	6+
6) diet soda (2 ltr)	1	2	2	3+
(include caffeine free)				
7) wine (optional)	1	1	2	3+
8) fruit or vegetable tray				
9) cheese and crackers				
10) <i>Kiddush</i> luncheon for <i>Shabbat</i> at sponsor's discretion				

Set-up

- Please arrive 20-30 minutes prior to the beginning of the service to set up refreshments on platters and cover with paper napkins.
- All oneg supplies are located in the kitchen (directions are facing into kitchen):
 - Juice and wine are in the cupboards on the left
 - Paper and plastic goods are on the shelves to the left
 - Coffee supplies are in the cabinets and on the shelves to the right
 - Urns are on the refrigerator to the left
 - Coffee making, clean-up and lock-up instructions are on bulletin board
- If you desire to have flowers on the bima, please have them delivered before noon on that day to the Dor Hadash office and arrange them on the bima before the start of the service.
- Also before the start of the service, place a table cloth on a large table in the Social Hall. Cloths are on shelves to the left. Put out paper/plastic goods (cold drink cups, plates, knives, forks, spoons and napkins), and coffee supplies (sugar, sweeteners, creamer, stirrers and hot cups).
- Make sure the Kiddush goblet is filled half way with fresh wine prior to the start of the service.
- Check to make sure all candle holders have new candles (on the shelves to the right) and that they are not wobbly. Make sure matches are available on the bima. Do this prior to the start of the service.

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- Set up refreshments on platters which you will find in the cupboards in the back of the kitchen.
 - Put all beverages to be chilled into refrigerator
 - Platters should be lined with a paper doily for dry refreshments
 - Place the challah on a tray and cover with the challah cover
 - Set up the Kiddush cups on deep trays; one for each person
 - Pour small amounts of wine or grape juice in each cup; keep wine and juice cups distinct (using different colors or different trays)
 - Put out creamer, sugar, sweetener, stirrers for coffee
- Put some ice in a bucket for cold drinks and keep cold until end of service.
- At the end of the service first bring out the challah and wine/grape juice, then the refreshments, cold beverages and coffee.

Clean up

- All trash in plastic-lined trash cans. If the bags are full, close them and take them to dumpster in parking lot.
- Coffee pots and platters should be washed, dried and put away neatly, not just left in drying rack.
- Put away all leftover food in carefully closed containers or distribute to be taken home.
- Ask sponsor if they would like to donate leftover food for *Torah* study – if so, cover and label accordingly.
- Wipe off all counters, tables and table cloths.
- If cloth table covers, towels or challah covers need to be washed, please take them home, wash them and return them before following week.

Other notes

- All thermostats should be set at 70°. Please do not touch programmable/digital thermostat. All others: switches are on bottom. Leave Fan on “Auto”. Move other switch to Cool or Warm depending on season. BE SURE TO TURN THEM OFF WHEN YOU LEAVE.
- Green key opens all exterior doors.
- Gift case key is onsite. But who is shopping on Shabbat? Please either contact Gayle Weller, or come during Sunday School or office hours to make purchases.

LOCK UP AS YOU LEAVE – PLEASE SEE FACILITY CLOSEUP CHECKLIST

You just did a mitzvah