

Thanks very much for providing this meaningful opportunity for community members to enjoy conversation and treats after our worship service.

PLANNING

Usually 30-35 people for a Friday night service.

Rabbi/Service leader/Office staff should inform you in advance if additional attendees are expected.

You/co-hosts traditionally kindle the Shabbat candles at the beginning of the service.

MINIMUM ITEMS TO BRING

- Challah
- Plate of pastry, cookies, brownies or other sweets
- Fruit
- Drinks: fizz water, lemonade, iced tea, cider, juice or whatever is available in the refrigerator

ADDITIONAL ITEMS TO BRING

- Additional sweets or pastries
- Nuts, trail mix, pretzels, or other savory snack
- Cheese tray (with or without crackers)
- Veggies (with or without dip)

SET-UP

- Arrive 30-60 minutes before start of services, or set up during the day.
- Read through instructions for making coffee/tea if you plan to serve these.
- Read through dishwasher instructions if you plan to use it.

- Put tablecloths on two rectangular tables near the kitchen doors.
- Put tablecloths on three or more round tables if you wish.

- Place two stacks of plates at the south end of the serving tables.
- Place glasses for drinks at the north end of the tables.
- Place coffee/tea cups on the separate table in the south pod
- Include napkins; add cutlery if needed. Include a few teaspoons if hot drinks will be served.

- Sweets, fruit, challah, etc. are served on the rectangular tables.
- Cut up at least part of the challah before start of Oneg.
- Place cold drinks near the north end of serving tables; include a pitcher of plain tap water.
- Snacks (pretzels, nuts, popcorn, candy) can be served with the rest in large bowls, or placed in smaller bowls at each round table.
- Prepare hot drinks (if serving) at beginning of service or part way through.
- Place hot carafes on hot plate on separate table in the south pod or put hot drinks into thermal carafes and place on the serving table. Put out sweetener/creamer/milk for hot drinks.

DURING THE ONEG

- Place a trash bin and a cart for dishes near the kitchen door.
- Check beverages and trays, replenish as needed.
- Clear crumbs and stray items from serving tables to maintain a neat appearance.

CLEAN-UP

- Clear the serving tables and round tables completely. Remove tablecloths. If cloth covers are not soiled, shake out, fold, and replace on shelf. Place soiled cloths in white hamper.
- Wash, dry, put away dishes, glassware, and cutlery.
- Consolidate and remove any leftovers.
- If you leave any food/beverage in the kitchen, label it.
- After wiping off counters, spread out damp towels on counters to dry.
- Take trash to dumpster and replace trash bin liners.

BEFORE LEAVING

Turn out lights, close interior doors to kitchen, pods, and sanctuary.

Thank you for this mitzvah!

HOW TO GO GREEN!

Use linens for all table coverings.

Use Corelle plates, metal flatware, glasses, china cups.

If you leave leftovers, wrap and label baked goods including the date; place in freezer. Label date opened for any drinks left in refrigerator. Remove other leftovers.