

Shabbat Hosts – Assignment Check List

Pre-service task list

- Books – Retrieve cart from storage closet area
Wheel to hallway outside center door
Remove old papers from books
Distribute books to congregants as you greet on entry

- Table – Place Table cloth on table
Retrieve bin from office with Announcements, etc.
Place Announcements on table for congregants
Place Name tags/markers on table for congregants
Retrieve Yarmulkes (basket) from storage closet in Room 200 and place on table
Place any other distributions or collection boxes/bags (eg. Bag for stamps) on table

- Mezzuzah -- Retrieve mezzuzah from storage closet in Room 200 (clear box that looks pink due to protective cloth that mezzuzah is wrapped in)
Take mezzuzah and door hook from box
Hang door hook on door to Room 200 (right door as you face the doors to enter) and hang mezzuzah from hook (inside of room when door is closed)

- Candles/Tray/matches – Retrieve candle sticks and tray, foil candle stick inserts, and matches from cabinet in back of ark.
Set up tray on cantor side of bima
Place foil inserts into candle sticks
Place candle sticks into foil inserts
Leave matches on tray

During concluding song of service:

- Wheel book cart from hall into Oneg area
- Get wine trays and bread to distribute to congregants during transition to Oneg

After service/ Oneg:

- Blow out candles if still burning and throw away – clean any wax off candle sticks – return to back of ark with tray and matches
 - Return mezzuzah to storage box and place box into closet
 - Walk through service side of room and collect books/extra papers
 - Clear front table (recycle extra announcements, etc) – Put table cloth into bin
 - Put bin back into office
 - Put yarmulke basket into storage closet
 - Wheel book cart over to closet – Brian will put into the closet
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- Report any supply deficiencies (markers, candles, matches, name tags, etc.) that you discover to the Oneg Assistant.