

Shabbat Host Checklist

Task One

For Services -- Before Services

Books

- Retrieve cart from storage closet area and wheel to hallway outside center door
- Remove old papers from books

Table outside services

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

During concluding song of service:

- Wheel book cart from hall into Oneg area

After service/Oneg:

- Walk through service side of room and collect books/extra papers
- Wheel book cart back to closet – Room Set-Up Assistant will put into the closet
- Clear front table (recycle extra announcements, etc) – Put table cloth into bin
- Put bin back into office
- Put Yarmulkes' basket on book cart

Task Two

For Oneg -- Before Services

Shabbat Candles

- 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 and candles sticks into foil inserts
- Leave matches on tray

Next:

- See Chris for wine and bread (and cups, baskets and trays)
- Pour wine/juice into cups on trays
- Cut sliced bread into smaller pieces and place in baskets. Place basket on tray with wine.

During concluding song of service Four people will need to:

- Get wine trays (from the table in the Oneg room) to distribute to congregants during transition to Oneg. Make sure that the basket of bread is on each tray.
- Following Kiddush, collect empty cups and discard any remaining cups of wine/juice on the trays in the sink in the kitchen.

ALL HOSTS ARE EXPECTED TO GREET!!

Thank you for your help!