

# Shabbat Host Checklist

## Task One

### *For Services -- Before Services*

#### *Books*

- Retrieve cart from storage closet area and wheel to hallway outside center door, if not there
- 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

## Task Three

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!**