

SISTERHOOD ONEG TIPS & INSTRUCTIONS

Created by Gabrielle Tougas, thanks to guidance from previous Oneg Chairs!

Thank you for participating in this years Oneg Shabbat Program! All contributions are appreciated: your time to host an oneg and/or your donation to help offset Sisterhood's costs. Every contribution counts!

REMINDER EMAIL, CONNECT WITH OTHER HOSTS & REQUEST CODE TO ENTER BUILDING. One week prior to your scheduled oneg date, you will receive a reminder email. In this email, you will also receive the name(s) and contact information of other members who have signed-up to help with oneg. Please connect with these members, introduce yourself, and collectively prepare for the oneg. Please share responsibilities such as providing food, setting-up the tables, offering kiddish, and cleaning up. **Finally, please contact our Office Administrator Stephanie Frank to request the lockbox and alarm code. You will need this information to enter the building and properly lock the building after oneg. Stephanie can be reached by email at office@tbdcheshire.org or calling TBD at 203-272-0037. Email is the quickest way to reach Stephanie. Please contact Stephanie THREE or more days prior to oneg. Stephanie works p/t and does NOT work on Fridays. We need to respect her work schedule, which means that you will need to plan ahead. Thank you!!**

UNABLE TO HOST? If you find that you are unable to make your scheduled date, please call another family to see if they can fill-in or swap. Please inform Sisterhood President Gabrielle Tougas about the conflict by sending an email to gabrielle.tougas@me.com. Please understand that your absence from the assigned oneg could leave your team short-handed and could put an undue burden on the other hosts. The sooner we know about conflict, the easier it will be to find a replacement. Thank you.

HOW MANY PEOPLE SHOULD I PLAN FOR? Plan for ~20 people. If there is a special event, other helpers and food will be provided by the committee or family sponsoring the event.

ITEMS PROVIDED BY SISTERHOOD.

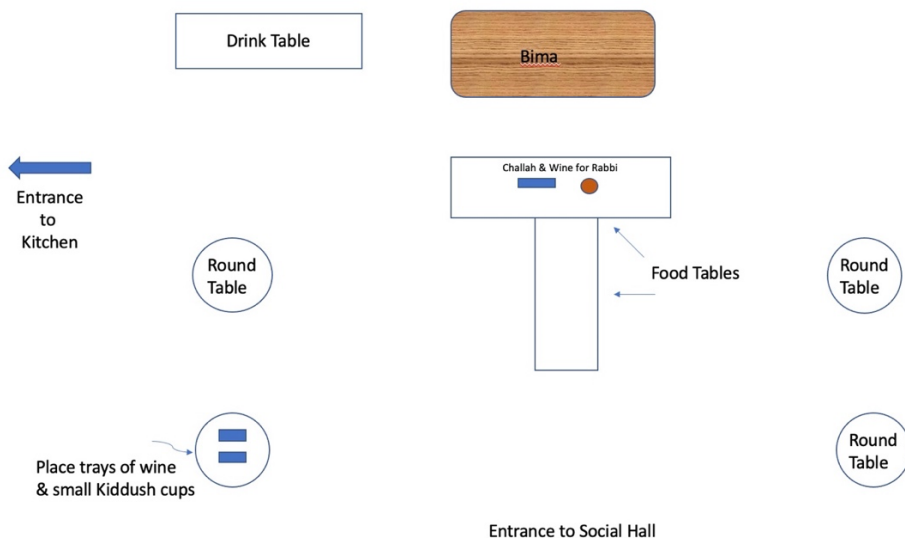
- Challah
- White grape juice (non-alcoholic option not to be confused with red Kiddush wine)
- Kiddush wine & small cups
- Coffee & tea
- Sugar, sweeteners, and stirrers
- Table clothes, paper plates, cold and hot cups
- Serving dishes & utensils
- Pitchers for water

ITEMS TO BE PROVIDED BY ONEG HOST FAMILIES.

- **Food:** Healthy choices are always appreciated!
Ex: Fresh fruit, veggies, humus, dips, pita, baked goods, nuts, and dried fruit.
- **Beverages:** Soft drinks other than coffee and tea.
Ex: Seltzer, juice, soda, lemonade, and iced tea.
- **Milk or cream** if serving coffee and tea

WHEN SHOULD I ARRIVE? Please arrive 30 minutes prior to services to tackle set-up.

TABLE SETUP PLEASE! Please setup tables before tackling anything else. We hope diagram below will be helpful for table setup, location of food, drinks, challah, the Rabbi's Kiddish cup, and small Kiddush cups for all members. Layout below is only a suggestion!! You are welcome to be creative. Please use a rectangular table against the wall for all hot and cold beverages. There are electrical plugs along the wall for coffee pot and tea kettle. **Every table gets a tablecloth, please. Sisterhood is trying to be kind to our environment. Please use linen tablecloths, which are in plastic labelled bins in the kitchen (to the LEFT of the paper goods).** Finally, please be sure that each table has flatware, napkins and plates/bowls as needed for the food that evening.



CHALLAH & RABBI'S KIDDUSH CUP. Sisterhood provides challah for each oneg, which are located in the freezer. Please use challah with oldest date or there might be one defrosting on the counter. Place challah on a wooden cutting board, cover with challah cover, and place a bread knife besides the challah. Pour wine into a silver Kiddush cup. Put the covered challah and cup on the head dessert table as shown in the diagram.

KIDDUSH WINE & JUICE (NON-ALCOHOLIC OPTION). The Kiddush wine and tiny plastic kiddush cups are both located in the lower cabinets to the left of the sink. Please use large plastic trays to serve the tiny cups of wine. And then use a separate tray to serve the white grape juice in tiny cups. Please adjust the number of cups for wine and white grape juice according to the crowd at Shabbat. You will need to designate two people to hold the trays while congregants come into the social hall after service. If you are short on help, you can always label the trays and leave on the round table located when first entering the social hall. **** NEW PROCEDURE AS OF DEC 2023: NO ONE UNDER THE AGE OF 21 SHOULD BE SERVING THE WINE. AND ONCE KIDDUSH IS COMPLETE (PRAYER SAID), THE UNUSED WINE SHOULD BE PLACED IN THE KITCHEN. THANK YOU. ****

HELPFUL TIPS ON DRINKS. • Please check the refrigerator for leftover soda, juice, etc to supplement what you have brought. Best to take the cold beverages out of the fridge minutes before the oneg begins. • We have a Britta container to filter the water and we have pitchers in the cabinets. Unlikely that we have ice. • We have lots of options for coffee. Simplest

method is to plug in the K-cup machine, fill with fresh water, and make sure we have enough k-cups on the table. • We have an electric pot for water. Fill with water and plug into wall. Make sure the tea packages are on the table, along with sweeteners. • Table wine is acceptable as a beverage at oneg.

CLEAN-UP AFTER ONEG. Wash and put serving dishes away. Clean counters. Clean social hall floor and bima of food and juice spills. We have brooms located next to the fridges. Return all leftover paper and plastic goods to the white cabinet in kitchen. Pick up all trash in social hall and lobby. **Trash bags containing FOOD must be put into the dumpster outside the kitchen door.** Extra trash bags are under the sink. **PLEASE TAKE ALL DIRTY TABLES CLOTHES HOME TO WASH.** You can bring them back at a convenient time OR call Gabrielle to set-up a time to connect.

LEFTOVERS? Please take home as much of your leftover beverages and food as possible, especially if the fridge and freezer are full. Any loose food items that remain at TBD fridge or freezer must be wrapped properly for storage by using Ziplocks or sealed containers.

PROCEDURE FOR CLOSING THE BUILDING AT END OF EVENING ONEG.

1. **Make sure front double doors are locked. Lock front door by pushing button on the wall, so the red light goes OFF. You should see a steady green light.**
2. Close lights in the sanctuary. Switches are on the wall to the right of the entry doors.
3. **Close lights in the lobby, but keep a row of lights ON near the windows facing the street.** Switches are to the right of the front doors and the wall by Stephanie's desk.
4. **Close lights in social hall. The lights along the wall (kitchen side) stay ON.**
5. Close light in kitchen.
6. You are now ready to begin procedure for locking the back door! First, punch in your code on the keypad. Then exit the building and make sure door fully closes. Finally, put your key fob back into the lockbox and scramble the numbers.

**FOLLOWING THESE GUIDELINES WILL HELP US MAINTAIN OUR BUILDING IN GOOD ORDER.
WE ARE GRATEFUL FOR YOUR COOPERATION AND SUPPORT OF OUR TEMPLE!**

QUESTIONS? Please contact temple or a member.

Gabrielle Tougas (Sisterhood President) at 203-213-2023 or gabrielle.tougas@me.com

Stephanie Frank (Office Administrator) 203-272-0037 or office@tbdcheshire.org

Deb Gaudette (Temple President) debweb0312@sbcglobal.net

Kim Math (Temple VP) mathfamily@sbcglobal.net

Sam Ratner (Buildings & Grounds Chair) sam@ctproperties.net

Harold Kramer (Board Member who lives close to TBD) 203-214-0549 haroldrkramer@yahoo.com