

TBA Oneg/Kiddush Checklist

This is a list to assist you

Please refer to the Oneg Shabbat Guidelines for planning and more complete information.

3+ months prior

- ✓ Review the Oneg/Kiddush Guidelines
- ✓ Determine if you are catering the Onegs, sharing Oneg responsibility with another family or doing it yourself
 - ✓ If Catering ensure that it is an approved caterer or contact the TBA office to discuss

6 weeks prior:

- ✓ if contacted that there is a special service Friday evening, coordinate Oneg with lead of the committee or class

5 weeks prior:

- ✓ Contact Oneg team/House of Worship (oneg@brithachim.org) to schedule a walkthrough of the kitchen

Two weeks before Oneg:

Linens (if desired):

- ✓ Contact TBA Office to arrange to use TBA linens; **or**
- ✓ Contact TBA gift shop to order linens

Key:

- ✓ Contact TBA office to schedule a time pick up the key from main office

Misc:

- ✓ Verify time for Friday night Shabbat Service – (can be 7pm or 8pm)

Week before Oneg:

Linens:

- ✓ If you arranged to use TBA linens check availability
- ✓ If you have ordered linens, confirm delivery

Key:

- ✓ Pick up key to TBA from main office

Set Up:

- ✓ If large Oneg (over 50) is expected, work with the office to revise the standard layout

Purchases (Friday and Saturday):

- ✓ Wine, Grape Juice
- ✓ 3 Challot (unsliced). 2 for Friday; 1 for Saturday
- ✓ Desert, fruit, bake goods, etc.
- ✓ Additional drinks, including cream and milk if serving coffee
- ✓ Paper goods, cutlery, and decorations

Before Services Begin:

- ✓ **Coffee** – Prepare coffee and/or hot water
- ✓ **Table set up:** Cover serving tables
Set out napkins, plates, cups and necessary cutlery buffet-style
Tray up bake goods, snacks, Cover.
- ✓ **Ceremonial table:** Arrange small table for Kiddush
Friday Oneg: Two Challot; Saturday Kiddush: 1 Challah
- ✓ **Bema:** Check that Kiddush cup with juice and Shabbat candlesticks are on the bema. Usually
The bema guest arranges this

As Services Conclude:

- ✓ Have two volunteers ready to serve Kiddush juice and wine
- ✓ Place any food or drink stored in the refrigerator out on serving tables
- ✓ Have a volunteer open accordion door so that the congregation may walk into the Social Hall

Clean up:

- ✓ Leave the kitchen clean and tidy. See *Guidelines* for details.