





# Congregation Torah Ohr

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This form is to be completed for all functions at which food will be served. This includes all events in and out of the Shul. Functions include those sponsored directly by the Shul, by any of the Shul's divisions, committees, (whether they be standing committees or ad hoc committees), etc., or by parties (be they individuals or organizations) using Torah Ohr facilities.

The completed form should be returned to Rabbi Yasgur a minimum of **two weeks** before the event. An earlier return may be recommended if there are contractual agreements to be signed or potentially sensitive Kashruth concerns.

<b>FOOD TO BE SERVED:</b>	<input type="checkbox"/> KIDDUSH	<input type="checkbox"/> DESSERTS	<input type="checkbox"/> BOXED MEAL
	<input type="checkbox"/> BUFFET	<input type="checkbox"/> FAMILY STYLE	<input type="checkbox"/> SERVERS
<b>BEVERAGES</b>	<input type="checkbox"/> HOT COFFEE	<input type="checkbox"/> HOT WATER	<input type="checkbox"/> COLD DRINKS
<b>WHAT TYPE OF MENU?</b>	<input type="checkbox"/> MEAT	<input type="checkbox"/> DAIRY	<input type="checkbox"/> PAREVE
<b>NAME OF VENDOR :</b>			
<b>WILL THE VENDOR SUPPLY AN ON-SITE <i>MASHGIACH</i> AT THE FUNCTIONS?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>IF A <i>MASHGIACH</i> WILL NOT BE PROVIDED BY THE VENDOR, PLEASE ANSWER THE FOLLOWING QUESTIONS</b>			
<b>IF MEAT WILL BE SERVED, WILL ANY PAREVE ITEMS BE SUPPLIED BY A DAIRY VENDOR?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>IF DAIRY WILL BE SERVED, WILL ANY PAREVE ITEMS BE SUPPLIED BY A MEAT VENDOR?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>WILL ANY FOODS BE SERVED HOT? IF YES, WHICH?</b>			
<b>WILL ANY ON-SITE PREPARATION OF FOOD BE NEEDED? IF YES, PLEASE DESCRIBE:</b>			
<b>WHEN WILL THIS PREPARATION TAKE PLACE?</b>			
<b>WILL ANY RE-ORGANIZATION OF PURCHASED FOOD BE NEEDED? (CREATING SERVING PLATTERS FROM BULK CONTAINERS) IF YES, WHEN WILL THIS PREPARATION TAKE PLACE?</b>			
<b>WILL THERE BE ANY WAIT OR KITCHEN STAFF HIRED FOR THE EVENT?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			

*For Office Use Only*

Rabbi \_\_\_\_\_ Date \_\_\_\_\_