



CONGREGATION HAVURAH SHALOM

HOSTING AN ONEG

Hosts should arrive by 7:00 PM to meet with the Oneg Coordinator. They have the keys to the cabinets you will need to access in the Cowan Creek kitchen and Georgetown Room.

The following supplies are located in the kitchen cabinets behind the Georgetown room and are available for Oneg use:

Decaf coffee, sweeteners, creamer, coffee pot, hot & cold cups, wine for Kiddush cup, napkins, plates, flatware, cake server & tablecloths.

Ice (machine is in the kitchen).

This kitchen has a large refrigerator. You may bring your Oneg treats earlier in the day. Make certain that items placed in the refrigerator are clearly marked.

Candlesticks, candles, Kiddush cup, matches, challah tray, cover, knife and white plastic tablecloth are in **the cabinet, under the granite countertop in the Georgetown Room.**

ONEG HOSTS SHOULD PROVIDE:

Oneg Hosts should bring their baked goods, desserts, etc. on their OWN PLATTERS.

Challah-please purchase a challah for the Oneg. They are available at HEB, Spouts, Randalls in Far West & some bakeries.

Cold drinks such as soda, juice, lemonade, iced tea, etc. Snacks, such as sliced cake, cookies, fruit, vegetable tray, nuts, etc. Please provide at least one **sugar free item** (marked).

SET UP:

Cover card table next to Ark with the white plastic tablecloth. Place ritual items from the cabinet, under the granite countertop, on the table. Fill Kiddush cup half-way with wine, cover the challah.

NOTE: As soon as services end, blow out candles, collect all the ritual items to be cleaned and returned to the cabinet. Take the challah to be sliced and placed on the Oneg table.

Make coffee for about 36 people (instructions are posted inside cabinet door), scoop is in the coffee can.

Cover the two tables at the rear of room with blue plastic disposable cloths. Table closest to windows is best for Food. Beverages should be set up on the other table, against the back wall, where electrical outlets are available.

CLEAN UP:

1. Wipe and fold the white plastic tablecloth, wash Kiddush cup, challah knife and tray, and replace all of these in **the cabinet, under the granite countertop in the Georgetown Room**. All Havurah-provided supplies should be returned to the supply cabinet in the kitchen.
2. Empty and clean coffee pot and return it to the supply cabinet in the kitchen.
3. Be sure all trash is collected and placed in outside dumpster (in parking lot behind the kitchen).
4. Wipe down all kitchen surfaces.

NOTE:

Please keep in mind we need to be out of room by 9:00 PM and plan accordingly!

A Note Pad is in our cabinet; please note any item that we need.