

Hosting a Kehillah Potluck Dinner

Host Instructions:

- Please contact the office during office hours for key/lockbox information.
- Arrive half an hour early to set-up.
- Place eating utensils, plates, napkins at the beginning of the food table. Set up the food on the table at it arrives.
- Place cups and drinks at a separate table for drinks.
- Place challah on challah plate with challah cover and put the salt shaker with the challah.
- Pour wine into the Kiddush cup; place the little cups filled with wine on trays.
- Clean up the food after the dinner, and wipe the tables. Take home food that will easily spoil.
- If you want to donate unopened boxes of crackers/cookies or bottles of juice/wine/soda, you may leave them on the counter or in the kitchenette refrigerator.
- After the event, lock all doors and return the key to the lockbox.

Please bring (for 100 people if dinner is before services & 50 if dinner is after services):

- 2-3 bottles of Manishevitz wine
- 4 bottles soda (2 liters)
- 4 bottles of juice (64 oz. apple or white grape)
- 2-4 Challahs (2 if dinner is after services; 4 if it is before)
- A main dish for 20 people from each host family
- A side item (side dish, dessert) from each host family
- Silverware, cups, plates, napkins for 50 or 100 people

Thank you for making our Potluck Shabbat Dinner a lovely and special event.
Your efforts are greatly appreciated!