

Please see the guidelines below

The Kehillah provides:

- Wine and juice (in the refrigerator if bottles are already open)
- 2 loaves of challah (on the counter)
- Tablecloths, serving trays, challah cover, cups, paper goods, and eating and serving utensils

Before Services (please arrive by 11 a.m. to set-up):

- Contact the office during office hours for key/lockbox information
- Pour wine into large Kiddush cup, fill 20 tiny cups with wine and 20 with juice, and place on serving table
- Put tablecloths on tables in the kitchenette for food service and for sitting (4 total)
- Fill pitcher above the sink with filtered water from the sink, and put in refrigerator to chill
- Put out plates, cups for drinks, and napkins (in kitchenette cabinets)
- Put out forks, knives, or spoons if needed (in upper cabinet to right of sink)
- Put out serving utensils for all food other than cookies (in drawer to left of the sink)
- Place wrapped challahs on challah board with challah cover, salt shaker, and Kiddush cup

During Services:

- Please participate in the service
- Unwrap challah just before the end of the service (to keep them fresh); one is cut and distributed while the other may be sliced for Kiddush During/After the Oneg

After Kiddush or Oneg:

- Clean up food, wash and dry serving trays and utensils, and wipe counters (sponges are marked for washing dishes and cleaning the sink)
- Return all serving trays and utensils to their storage places so the drying rack is empty
- Take home all uneaten food (plastic wrap is in the cabinet to the left of the refrigerator)
- If tablecloths are dirty, please take them home, launder them, and return that week
- Lock all doors and return the key to the lockbox before you leave.