

Shabbat Kehillah

Checklist for Hosting Committee

Thank you for Hosting a *Shabbat Kehillah* 2nd Friday dinner. Hosting involves organization and publicity. There is no financial commitment as long as you stay within the budget of \$12-15 per adult (for food, staff, etc.).

2 Months Ahead

- Confirm with office that **kitchen staff** is hired (2 or 3 people--depending on numbers, dish washing).
- Choose a Hel's Kitchen **menu** from their *Seasonal Value Menu Selections* or the *OPT Shabbat Dinner* proposal. Price should be in the \$8-12 range. Call Nikee Fellows at Hel's (<http://www.helskitchen.com/>) with tentative order. Meals should be "kosher style": no pork or shellfish and no mixing meat and dairy. Order or prepare one kid friendly menu item (i.e. nuggets, plain pasta) if not on the main menu.
- Decide whether to use the temple's **dishes** and flatware or to purchase paper goods.
- Optional: Choose a **theme** (i.e. your committee's work, the Torah portion, holiday, etc.)
- Publicity:** Please include "Shabbat Kehillah" in ALL publicity (i.e. "This month's Shabbat Kehillah is hosted by the XYZ Committee.")
 - Write a **Messenger** article promoting your dinner (including the RSVP Registration Form--see Kathy Lewis if you need a copy). Send to Cindy in the temple office by the 7th of the month prior to your dinner (i.e. by January 7th for a February Messenger and February dinner).
 - Email Sheri Gilley or Lee Kantz to have your dinner information added to the temple **website**.
 - Feel free to do additional publicity such as flyers, posters, etc.

1 Month Ahead

- Publicity:** Continue to publicize your dinner by contacting the following people:
 - Preschool newsletter (Marci) and Religious school flyer and/or email (Robin)
 - Temple Facebook Invitation with link to temple website (Rabbi)
 - Temple weekly email, rotunda monitor, and Friday service program (Danielle)
 - Cantor Green's weekly email and President's announcements at services
- Service:** Discuss any service enhancements with the Rabbi and Cantor.

One to two weeks ahead

- The RSVP deadline is the Sunday before your dinner. On that Monday, contact Cindy to get **initial registration numbers**. Call Nikee at Hel's with your minimum number of adult and child attendees.
- Contact Danielle/Rabbi concerning who is leading the **blessings** before dinner.
- Contact Alene to discuss **room set-up**:
 - Number of tables, buffet, high chairs, small table in front for candles/challah/wine
 - Order **challah** from Alene (one for each table plus one for the front table)
 - Temple teal **table cloths** vs. providing own (i.e. disposable)
 - Shop for: flowers, paper goods, etc. Submit your receipts to Danielle for reimbursement.

One day ahead

- Contact Cindy about any late registrants. Call Nikee at Hel's Kitchen with the **final number attending**.
- Get the **list of attendees** from the office.
- Get check and cash tip from the office to **pay** Hel's Kitchen at delivery.
- Confirm final room arrangement with Alene.
- Choose an **MC** (Master of Ceremonies) from your committee. This person welcomes everyone, introduces the blessings, thanks helpers, invites tables to the buffet, etc.

That day

- Arrive at **4:30pm** to help with setup (candles, challah, grape juice and water on every table).
- Staff a table in the rotunda to **check people in**. No money may be accepted on Shabbat. Keep a list of unpaid attendees for the office to collect from later.