

# Sanctuary and Oneg set up at a glance -- Friday

- On the bimah:** \_\_\_ Cup of water under the Rabbi's lectern  
\_\_\_ 2 cups of water, whole challah in quilted challah cover, wine cup with juice under Cantor's lectern  
\_\_\_ Candles & candle holders in candlesticks, matches

- Back of sanctuary:** \_\_\_ Basket of cubed challah  
\_\_\_ Juice cups (a tray full)  
\_\_\_ Wine cups (a tray full)  
\_\_\_ Signs identifying wine & juice

## **In the kitchen, 10 minutes before service ends:**

Cart of food & supplies will be waiting in the kitchen entryway. If not there, maintenance has either put them out already or stored them in the library.

- \_\_\_ Fill ice bowl, fill 2 water pitchers with ice & water
- \_\_\_ Fill hot water carafe with water from the tap between the coffee makers if not done
- \_\_\_ Bring items to tables in lobby (sometimes set up in sanctuary, you'll know before the service)
- \_\_\_ Unwrap the trays and challah basket

Do not put out trays marked "extra for oneg" unless the food on the table runs out; check frequently. Food that is put out cannot be re-served. The exception is the pre-wrapped gluten-free items, which should be returned to the refrigerator.

**Book Alcove:** When handing out the Mishkan T'filah: A Reform Siddur before service begins, please start by giving out the dark blue slim books first, then move to the thicker dark blue books. If you run out of those, then use the light blue slim books, on the very top shelf as a last resort.

**After Oneg:** Remaining food can be taken home or disposed; it can't be re-served. (Except the pre-wrapped gluten-free items) There are zip bags under the counter if you need them.

- \_\_\_ Clear tables.
- \_\_\_ Retrieve items from under lecterns.
- \_\_\_ Wash wine cup and dry. Return to cabinet nearest the sanctuary door.
- \_\_\_ Rinse trays from food & serving utensils with the high-power spray, removing all particles, and place in dishwasher rack to the right of the dishwasher. Staff will run dishwasher.

- For more details, see additional sheet in gray bin under counter.