

Sanctuary and Oneg set up at a glance -- Saturday

- ___ Get blue cart from Youth Lounge and bring to kitchen.
- ___ Put kipot, handouts and any signs on to the table in the lobby.

On the bimah: ___ Cup of water under the Rabbi's lectern
___ 2 cups of water, whole challah, wine cup with juice under Cantor's Lectern

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

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 service:

- ___ Clear table at back of sanctuary.
 - ___ Retrieve items from under lecterns.
 - ___ Wash wine cup and dry. Return cabinet nearest the sanctuary door.
 - ___ 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 blue bin under counter.