

## GUIDELINES FOR HOSTING A FRIDAY NIGHT ONEG

**Thank you for volunteering!**

### FOOD

Oneg hosts should provide challahs, wine, grape juice, cookies, cakes, fruit, and/or candy in sufficient amounts for the numbers of attendees at the service. A regular Friday night service usually attracts about 40 people. Special events such as b'nai mitzvah, a holiday or school program can increase attendance significantly. Please check the home page of [napershalom.org](http://napershalom.org) or call the CBS office to find out about any special occasions being celebrated, or any visiting groups which are scheduled to attend on the evening of the oneg you sponsor. The general guideline for oneg treats is 4-5 combined pieces (of cake, cookies or fruit) per person. If you are hosting as part of a group, please coordinate with others as to what each will supply.

Please bring two challahs, one for use on Friday night and one for the Saturday Kiddush. Label the challah for Saturday morning and store it in the walk-in refrigerator.

You may provide soft drinks and other types of juice if you choose to do so. *Please check the walk-in fridge* for open bottles of wine and grape juice, which should be used before opening a new bottle. All wine and juice should be marked with a Sharpie (in the drawer labeled "Markers etc.") to show the date they were opened. If available, please use opened bottles of juice within 1 week of their open date (as noted on bottle). Any opened juice over 1 week from date, or without a date noted on it, should be thrown out. Please do not save opened bottles of soda in the fridge; throw them away or take them home.

The custodian will make coffee and hot water for tea; set out the creamers, sugar, cups etc. on the beverage table. Check the labeled drawers in the coffee preparation area for refills.

Please keep in mind that the policy of the synagogue is to have kosher or kosher-style products. For onegs, all dairy products and products labeled "pareve" are allowed. Products with a Kosher Hecksher (label confirming they are kosher) are preferred, but not required. No products that contain any meat are permitted. Make sure that purchased items do not contain lard, shellfish (shrimp, faux crab, etc.) or pork. In addition, **please avoid peanuts and tree nuts, to which many individuals are allergic. CBS is a nut-free building.**

Sinks and counters are labeled meat or dairy; please use them accordingly.

### SUPPLIES

Your group will need to supply napkins, flatware, and larger cups for cold drinks. Please check the labeled drawers first because there are often extra supplies left from previous events. CBS provides paper plates, coffee cups, wine cups, juice cups, and tablecloths (all

supplies are white). Plastic tablecloths are on the shelves in front of the Dairy Pantry. All other supplies are in the white labeled cabinets on either side of the oneg prep area. Please return any remaining napkins, plates, etc., to the drawers after the oneg. Do not leave them out on the counters. Your group may choose to bring your own paper goods, flatware and tablecloths color-coded to your event. Leftovers of these items may be left neatly on the shelves and appropriate drawers for others to use if you wish. Platters, serving bowls, flower vases and serving/cutting utensils are in the Dairy Pantry.

### **SET-UP**

Onegs are generally set up in the social hall, unless that space is in use for another occasion, in which case tables will be arranged in the CBS lobby. The custodian will put out tables and chairs (in the social hall only) for your use. If the tables do not have plastic tablecloths on them, please put them on. Tablecloths are on the shelves outside the Dairy Pantry.

The challah should be placed on the challah platter and covered with one of the challah covers (these are both located in the coffee preparation area of the kitchen). If your group prefers to use a special challah cover, please feel free to do so. Set out the food you bring (on your trays or on the trays in the kitchen).

Prior to the service, pour wine and grape juice and arrange the cups on trays. Also pour wine into the ceremonial Kiddush cup, placing it next to the challah. Trays for juice and wine are in the Dairy Pantry. Small clear plastic cups for wine and larger opaque plastic cups for grape juice are in the white cabinets in the coffee preparation area.

During the Aleynu, at the end of the service, several members of your group should quietly move into the kitchen and bring the trays into the social hall, offering cups to the congregation as they exit the sanctuary.

### **CLEAN UP**

All trays, plates, cups, etc. should be cleared from the tables.

**\*\*Please wash and dry the empty platters, the ceremonial Kiddush cup, and serving utensils and return them to their labeled places (NOT the dish drying racks). The custodian is not responsible for washing or putting away oneg dishes. \*\***

**Unless you have made specific arrangements with the Saturday kiddush hosts to use leftover goodies for the Saturday service the next morning, any food remaining after the oneg should be taken home or thrown away.** Leftover food must be wrapped and labeled for the following day.

Thanks for your help in keeping our congregation kitchen clean and organized.