

## GUIDELINES FOR HOSTING EVENTS AT TEMPLE B'NAI ABRAHAM

### SISTERHOOD MEETINGS & SHABBAT SERVICES

- Hostesses or host families set up and arrange the tables in the meeting room.
- The kitchen is usually stocked with sugar, tea bags, decaffeinated coffee, and paper products; however, check supplies and inform Phyllis Chudoff, the Chair of House if supplies are low.
- Ingredients in cookies and crackers brought into the shul must be checked to be sure that only vegetable shortening is used and no meat is to be brought into the synagogue.
- Although the temple is cleaned weekly, the meeting room and kitchen should be left neat and tidy after the function.
- All paper goods, utensils, and serving pieces must be returned to their appropriate drawers and cabinets.
- No leftover food should be left in the refrigerator – please take it home.
- ALL TRASH MUST BE REMOVED FROM THE BUILDING AND PUT INTO THE CONTAINERS AT THE SIDE OF THE BUILDING.
- Hostesses assigned to a particular meeting or host families assigned to a Shabbat service need to contact each other prior too the event to coordinate the duties.
- Sisterhood reimburses Shabbat service expenses up to \$20.00. Members wishing to be reimbursed should submit bills to Marcy Schwartz, our Treasurer. Families celebrating special “simchas” have traditionally sponsored the Oneg Shabbat and have accepted full financial responsibility for it.
- **If you are unable to serve on the date assigned to you, you are responsible for finding a substitute. Please inform the Sisterhood President that another person/family will take your place.**

### SPECIAL OCCASIONS: BAR OR BAT MITZVAH, WEDDINGS, NAMINGS, ETC.

- The sponsoring family is responsible for the presentation and appearance of the refreshment table and the assembly room.
- Generally, the family has provided tablecloths and paper goods. In addition, you must supply your own food and beverages.
- The kitchen and assembly room must be left clean and neat after the event and all trash removed from the building. For your convenience, there is a vacuum cleaner in the coat closet.
- If the temple requires special cleaning before your event, please contact Phyllis Chudoff.

Phyllis Chudoff	Chair of House	499-3217	<a href="mailto:pchudoff@hotmail.com">pchudoff@hotmail.com</a>
Marcy Schwarz	Treasurer	324-0571	<a href="mailto:marcy_schwartz@hotmail.com">marcy_schwartz@hotmail.com</a>
Shira Lowry	President	440-9753	<a href="mailto:shira.lowry@berwickoffray.com">shira.lowry@berwickoffray.com</a>