



# MAINTENANCE INSTRUCTIONS & EVENTS FORM

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

**Kiddush Coordinator** \_\_\_\_\_

**Coordinator's phone #** \_\_\_\_\_

Please check Room(s) Requested: \_\_\_\_\_ Shulman Kiddush Room and/or \_\_\_\_\_ Peterson Auditorium

Time of Event \_\_\_\_\_ AM/PM Time Event Expected to End \_\_\_\_\_ AM/PM

Total number of guests attending religious services: \_\_\_\_\_

Check # of Guests Attending Kiddush:

\_\_\_1-50

\_\_\_51-99

\_\_\_100-149

\_\_\_150-199

\_\_\_200-235

**PLEASE BE AWARE OF THE FOLLOWING INFORMATION REGARDING YOUR EVENT:**

- FOR A B'NAI MITZVAH KIDDUSH 35 PEOPLE WILL BE ADDED IN ADDITION TO YOUR GUESTS SO PLEASE PLAN ACCORDINGLY WHEN PURCHASING FOOD FOR YOUR EVENT.
- FOR FUNCTIONS IN EXCESS OF 50 PEOPLE (which includes the 35 people above) OUR CUSTODIAN REQUIRES ADDITIONAL HELP AS FOLLOWS:

51-99 attendees -> 1 (one) additional assistant ( \$150 fee included in Bimah Fee)

100-149 attendees -> 2 (two) additional assistants      Over 150-199 attendees -> 3 (three) assistants

200-235 ->4 (four) additional assistants

- A CHECK FOR THE ADDITIONAL ASSISTANTS IS REQUIRED AT LEAST ONE WEEK PRIOR TO YOUR EVENT
- ALL FOOD AND BEVERAGES BROUGHT INTO THE TEMPLE MUST BE CERTIFIED KOSHER.
- A LIST OF AVAILABLE PURVEYORS CAN BE OBTAINED FROM YOUR KIDDUSH COORDINATOR
- IN ADDITION, YOU WILL NEED TO PROVIDE COFFEE, SODA & CHALLAH FOR YOUR KIDDUSH... THANK YOU!

*This completed form must be returned to the attention of your Kiddush coordinator  
at least four weeks prior to your event.*

*Temple Beth Shalom*

*760 Route 6*

*Mahopac, New York 10541*

Thank you!

Submitted by \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only:**

Kiddush Coordinator Confirmed \_\_\_\_\_ Date Cleared with Rabbi (if religious) \_\_\_\_\_

Date form sent to Member \_\_\_\_\_ Date form received by office staff \_\_\_\_\_

Custodian available \_\_\_\_\_ Time Custodian needed \_\_\_\_\_ Extra help provided by: \_\_\_\_\_

Other: \_\_\_\_\_

## KIDDUSH/EVENT CHECKLIST

### Friday Night Oneg– Responsibility of Family

- \_\_\_\_\_ Kiddush Setup (Grape Juice / Challah)
- \_\_\_\_\_ Friday Night Oneg (Parve cookies and Cake – more detail available from you Kiddush Coordinator)
- \_\_\_\_\_ Coffee (regular and Decaf)
- \_\_\_\_\_ Parve Creamer
- \_\_\_\_\_ Juice/Soda/Seltzer

### Saturday Kiddush – Responsibility of Family

- \_\_\_\_\_ Kiddush Setup (Grape Juice / Challah)
- \_\_\_\_\_ Coffee (regular and Decaf)
- \_\_\_\_\_ Parve Milk (if having a meat luncheon) otherwise regular milk.
- \_\_\_\_\_ Juice/Soda/Seltzer
- \_\_\_\_\_ Kippot
- \_\_\_\_\_ Linen or fancy Table Cloths
- \_\_\_\_\_ Upgraded paper cups, plates, napkins and plastic ware, if desired.
- \_\_\_\_\_ Kosher Food for Kiddush Luncheon

Please check if you wish Temple Beth Shalom to supply the following items:

- \_\_\_\_\_ Lobby Card Table for holding programs and Kippot
- \_\_\_\_\_ Beverage/Coffee/Tea set-up (Urns, Hot Water, sweeteners, sugar, stirrers, etc)
- \_\_\_\_\_ Standard paper cups, plates, napkins and plastic ware.
- \_\_\_\_\_ Birkat Hamazon Books
- \_\_\_\_\_ Tables (Round and Long)

### Special Room Setup