



BETH SHALOM SISTERHOOD

How to Plan a Beth Shalom Kiddush

- _____ 6 months before: Talk to the synagogue office about your Bar/Bat Mitzvah. Make sure to reserve the room and confirm the date is on the synagogue's master calendar.
- _____ 4 months before: Contact Sisterhood about your kiddush/oneg choices. We will work with you to plan your menu. Send email to: Sisterhoodbethshalom@gmail.com
- _____ 3 months before: Menu and kiddush planning forms are due in to Sisterhood. Call synagogue office to discuss your room set-up configuration. ½ deposit due to Sisterhood.
- _____ 2 weeks before: Final due date for total guest count, wording for sponsorship, and full payment.

Important Notes:

- All kiddushes are dairy.
- Even if you are planning an off-site luncheon for your Bar/Bat Mitzvah, you need to provide a nosh for hungry guests and congregants to tide them over until they reach your venue or their homes. Sisterhood has basic nosh packages in addition to luncheons. All families are expected to provide at least the minimum package.
- Sisterhood will work with you to customize your kiddush to account for food allergies. Additional fees may apply.
- Paper goods are blue & white unless Sisterhood receives your color choices 1 month prior to your event.
- Kiddush/oneg sponsorship opportunities are also available for other occasions: birthdays, anniversaries, graduations, memorials, marriages, baby namings, etc.

Friday Night Oneg Choices:

- Sisterhood offers several, inexpensive options for upgraded Friday night onegs.
- Speak to the office if you would like to hold a Friday night dinner at the synagogue. Facility use fees will apply. Oneg sponsorship is required if dinner is for 20 people or more.
- If you use a caterer for a Saturday kiddush luncheon, your caterer must also provide the Friday night oneg because Sisterhood gives over control of the kitchen to the caterer.

Saturday Kiddush Choices:

- Nosh sweets package, with pastries, cookies, and fruit
- Nosh dips package, with hummus + one other dip, crackers, vegetables, and grapes
- Full luncheon with bagels and cream cheese, salads (e.g. fish, egg), fruit salad, cut-up vegetables, and dessert. Add-on items available.
- Outside caterer

Facility Fees:

- Facilities fees are assessed by the synagogue for all Saturday kiddushes, and range from \$200 to \$600+ depending on how extensive your setup is. The fee covers: opening the back wall of the sanctuary, moving walls, setting and taking down extra sanctuary chairs, taking down and resetting classroom setup, cleaning the social hall before and after the event, setting up and taking down food and dining tables, trash disposal and recycling, and facilities staff member on premises for event.
- If your kiddush choice includes food requiring plates, your setup will include dining tables and chairs.
- All Bar/Bat Mitzvahs require opening the back wall of the sanctuary.
- Contact the office staff to discuss your setup at least 3 months before your event.

Contact us at: Sisterhoodbethshalom@gmail.com