**General Shabbat Information**

* Hillel Allocation for Shabbat Dinner & Lunch: **$450**
  + Usually about **$350 goes to food for dinner**
  + **$50-$100 goes to lunch** depending on what supplies are left over from last week
* Ordering Food
  + Food should be ordered no later than the Wednesday of the event, preferably **by the Tuesday on the week of your Shabbat**.
  + On average**, JSU orders to feed 50 people** for every Shabbat.
    - If it is a special Shabbat, especially one sponsored or co-hosted by another organization it depends on their numbers and how many additional people they anticipate sending out way
    - **The UMBC JSU Facebook page is not a good place to get a number of how many people you will be ordering for your week.** I can be help early on in the semester but if you scroll through and see a large portion of new people after the first month of school it is likely that you may want to expect a somewhat larger crowd
  + **JSU always orders from a kosher restaurant**

**Pre-Shabbat Dinner & Lunch Planning**

* Ordering Food for Dinner
  + We order for 15 vegetarians and 35 omnivores
    - If you are ordering a dairy meal, you do not need to worry about ordering special dishes for vegetarians
  + When ordering we order one main dish, one side and one vegetable side, this is not to be confused as the vegetarian main course
  + **Places to order from**
    - Meat
      * Kosher Bite – Chinese, Traditional and American
      * David Chu’s – Chinese
      * Yaffa – Traditional
      * Accents
      * Café Shalom
      * Dougies – Finger Foods
      * Royal Kosher Restaurant
      * Van Gough Café – Eatery
      * Umami Bistro – Chinese & Japanese
    - Dairy
      * Mama Leah’s – Italian
      * Tov Pizza – Italian
      * Eden Café
      * Van Gough Café – Eatery
      * Café Shalom
      * Caramels
      * Cocoaccinos
      * Knish Shop
  + **If you are ever uncertain about a restaurant, listed or not listed, and its kosher status please contact Kason or Rabbi Jason**
    - **If there is a restaurant that you would like to order from but it is not listed, please contact Kason or Rabbi Jason before ordering**
  + **It is traditional to have meat at Shabbat** but JSU does not require it
* Writing a Shopping List
  + Checking the IFC Supply Cabinet
    - Check for flatware
    - Check that there are at least two candles
    - Ensure that there are at least eight chaffing dishes (the aluminum trays)
    - Ensure that the meat and dairy utensils are present
  + Checking the IFC Fridge
    - Check for at least a half jug of Kedem brand Grape Juice
    - Check to see how much cream cheese is present
* Shopping for Shabbat Lunch
  + Where to Shop
    - Seven Mile Market - Challot and Grape Juice (Kedem brand) only
    - Giant on Maidens Choice - everything else

-get lox!!!

* Getting a Driver to Pick up food & groceries
  + **If you have friends that drive, ask them if they are willing to take you Friday afternoon**
  + If you cannot find a driver on your own contact Kason **by Tuesday evening**
* Getting the Card to pay for food
  + Cara and Rabbi have the card that you will be using to pay for food and groceries
    - If the previous Shabbat host has the card still contact Kason right away
    - **You must contact Cara or Rabbi no later than Wednesday at 2pm about getting the card**

**Questions to Expect from the JSU Board**

* Where will they be ordering from?:
* What they will be ordering:
* How many will they be serving with that order:
* Who will be picking up food:
* Who will be helping you to set up:
* Who will be outside to greet new comers:
* What will be done for services:
* Who will be in charge of explaining the UMBC Shabbat customs to new guests?
* Who will be helping you to clean up:
* If not you, who will be responsible for Shabbat lunch?

**Shabbat Day To-Do**

* Reaffirm that the people who agreed to help set up for Shabbat
* Reaffirm with the people who agreed to help clean up for Shabbat
* Reaffirm with the person doing services
* Reaffirm with the person(s) who will be greeting guests
* Reaffirm with the driver
  + You should **leave no later than 1pm to pick up food** and groceries to Shabbat
    - Most stores in Pikesville (aka the caterer and Seven Mile Market) close at 3pm on Fridays
    - It takes approximately 2 hours to do all the shopping for Shabbat
* What to do with the food between the time you get back from picking it up and setting up
  + Place the food that needs to be kept warm in the brown warmer
  + Place the food that needs to be kept cool in the fridge
    - Mark all food, especially drinks, cream cheese and other refrigerated items with a “H” using a marker
  + If food comes frozen leave it out on top of the brown warmer so that it can defrost
* **Start setting up for Shabbat around 5pm**
  + The room should be set up by 5:30pm because services start at 6
  + Setting up for Shabbat means
    - Putting up tables
    - Dressing tables
    - Setting tables
    - Placing the food in the chaffing dishes and lighting the sternos underneath
* The best time to start cleaning up Shabbat is shortly after people have finished eating but before they leave
  + People are more likely to help out if you start cleaning up before they leave
  + The trash goes in the gray rolling bin
* **Shabbat Lunch Set Up**
  + Shabbat lunch starts at 12 and set up can easily be done at 11:30 with everything finished by 12
    - Set up a table/move a table in between the sofas
    - Grab cups, knives, forks and napkins

**Post Shabbat To-Do**

* Write a tally of the supplies that need to be gotten next week
* Return the card to Cara or Rabbi Jason no later than Monday evening
* Give the receipts to Cara, Rabbi, Kason or Eugene