**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