



**YOUR GUIDE TO PREPARING
A WONDERFUL SELF-CATERED KIDDUSH
AT
CONGREGATION KOL SHOFAR**

Prepared by
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Shalom and welcome to your Kol Shofar KIDDUSH CATERING experience.

We want your simcha to be easy and pleasurable. This booklet includes time lines, shopping lists and menus. It is meant to be a guide, a "how to" booklet.

Please ask if you have questions! This can be a lot to take on so don't be shy about asking for help in understanding what is required, what is allowed, and how others have handled the process.

Feel free to e-mail us:

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Your staff contact at Kol Shofar is Ireen Litvak
415.388.1818 Ext 106 or ilitvak@kolshofar.org

There are many benefits of preparing your own Kiddush:

- You will experience the strength of your Kol Shofar community. With the help of family, friends, partnering b'nei mitzvah families and Kol Shofar mentors, your simcha will take on new meaning as you engage, with your community, in the process of preparing and serving the kiddush.
- You can reduce the cost of your event. There are several suggestions on the menus to help you do just that. For example you could substitute cream cheese lox spread instead of platters of sliced lox.

Don't be afraid of the word Kosher!

Our kashrut policy allows us to work together in the appropriate kitchen and work spaces to prepare, plate and serve the food.

Kashrut is simple - just remember these few things:

- Our kitchens are kosher and all serving pieces and serving utensils are supplied by the synagogue. You must use the utensils that are in the kitchen.
- No food can be prepared at home with non-kosher utensils and brought into the kitchens at Kol Shofar.
- You should provide all paper plates, plastic eating utensils and cups. We have provided a list for you to make it easy. We strongly suggest that paper plates are heavy duty weight.
- ALL FOOD AND DRINK ITEMS must be hechshered (certified Kosher) and will be approved by a front office staff person. Please reserve a date to bring all food and drink items to Kol Shofar on the Thursday before your simcha. Please refer to our list of kosher food items and stores - found at the front office.

KIDDUSH PREPARATION TIME LINE

PRIOR TO YOUR SIMCHA

- Visit the Kol Shofar website for information about food preparation and serving at Kol Shofar – <http://www.kolshofar.org/KosherKitchen>
- Reserve the Kol Shofar kitchen for the Thursday prior to your simcha for food preparation. This is scheduled through the front office by filing the appropriate form (Attachment A). Please contact Ireen Litvak at ilitvak@kolshofar.org or 415.388.1818 Ext 106. Caterers and other Kol Shofar members also use our kitchen, so you need to select your date and time, reserving the kitchen for your own use.
- Organize 4-8 helpers, depending on the size of your guest list for preparation, serving and clean up. Some of your volunteers should be familiar with the process and the Kol Shofar kitchen.
- Remember to include 80-100 regular Kol Shofar Shabbat attendees in your head count.
- Shop early in the week and store all items, labeled with name and date of simcha, in our walk-in refrigerator. Labels are available in the front office.
- Rent real cloth tablecloths if you plan on using them.
- Decide if you will have flowers on the serving and eating tables and order/make them accordingly.

ROOM SETUP FOR BEIT AM (SOCIAL HALL)

- Please complete Attachment A three weeks prior to your Kiddush. This form should be given to the receptionist who handles the major calendar.
- In addition, draw a diagram on the back of Attachment A, showing how you want your setup to look so that our maintenance staff can put out your tables and chairs correctly. If you need help with this, feel free to contact Sharon Brusman at reception. There is a suggested room setup; see Attachment B

TABLES AND CHAIRS AVAILABLE FOR EVENTS AT KOL SHOFAR

Anything in addition to these numbers will have to be rented. Please consult with Kirk Kim, facility manager if you need additional furniture.

- 15 5-foot round tables - each seat eight people comfortably
- 2 6-foot round tables
- 12 3-foot cabaret tables - one which is used in the foyer
- 8 Rectangular tables (8 ft. x 2-1/2 ft.)

360 Chairs

PAPER AND PLASTIC GOODS

You are responsible for providing the paper goods and plastic ware for your Kiddush.

When buying paper and plastic ware, make sure to get heavy-duty weight.

Quantities:

Purchase at least the amount that corresponds to the number of people expected and add 50 of each item to accommodate any unexpected guests

- Eight inch dinner plates
- Four inch dessert plates
- Dinner Napkins
- Dessert Napkins
- Hot Cups
- Cold Cups
- Forks
- Knives
- Spoons
- Tablecloths OR paper table covers to cover all the tables you plan on using.

KOSHER BAKING-AT-HOME GUIDELINES

(These can be found on the Kol Shofar website, at www.kolshofar.org)

For those who wish to bake at home, this is an invitation to participate in a way that makes you more conscious of the ingredients you use and how you use them.

Because of the tradition of baking for one another's simchas and the limited availability of kosher baked goods, Kol Shofar congregants are welcome to prepare home baked goods to be served at Kol Shofar under the following guidelines:

- All baking ingredients must be cold (i.e. no boiling of noodles or melting of butter/margarine, chocolate), dairy or pareve (depending on whether the dessert is for a dairy or meat meal), and marked with a recognized hechsher (kashrut symbol). A "K" alone is not a valid symbol. For Kol Shofar's recognized symbols, please see <http://www.kolshofar.org/Hechshers>.
- A brand-new or brand-new disposable pan or tray must be used for baking. Rather than using a new or disposable pan each time, bakers may purchase a specially designated Kol Shofar baking pan or tray that is used each time they bake for Kol Shofar and that is not used for anything else at home. In addition, a new/specially-designated spatula must be used to remove cookies or bread from the pan. Also, a new sponge must be used, as well as a clean dishtowel.
- Baked goods must be brought un-cut to the synagogue. Cookies or tarts may be brought in new, disposable, or specially designated containers to be plattered at the synagogue.
- Those wanting to make something more complicated are welcome to arrange with the office to use the Kol Shofar kitchen.

COLD SALADS MAY ALSO BE BROUGHT FROM HOME

Cold Salads such as green salads, fruit salads, tuna salad, and raw vegetables may be brought from home, as long as all of the ingredients are cold (with no cooked ingredients such as pasta), kosher (having a hechsher or not needing a hechsher), and dairy or pareve (depending on the meal). Please be sure to thoroughly wash all bowls, knives, and food surfaces before preparing your salad.

THURSDAY BEFORE YOUR SIMCHA

- Check in with the front office upon your arrival.
- ALL FOOD AND DRINK ITEMS must be hechshered and will be approved prior to opening by front office staff.
- Please remember: ALL FOOD, excluding home baked cookies and UNCUT cakes and cold salads, MUST BE PREPARED IN OUR KOL SHOFAR KITCHEN.
- Please refer to prior page!! All food items prepared at home must be brought to the synagogue in new, disposable containers. These items will be plated in the synagogue kitchen.
- Plan on spending at least four hours of prep time to prepare and plate the food.
- Prior to food preparation, lay out all appropriate serving platters, bowls and serving utensils. Allow 2-4 serving utensils per bowl/platter. (Our front office staff can show you where everything is located.)
- Depending on how many food serving tables are necessary, allow for duplicate/triplicate serving bowls/platters. Plan on two food tables for 80-140 guests and three food tables for 200-300 guests.
- Salads can be prepared in large serving bowls, but do not add dressing or other soft vegetables. They can be added Saturday morning.
- All items on your menu can be placed in serving bowls/platters, except bagels and chips. Even the desserts can be pre-plated, wrapped, labeled and placed in the walk-in refrigerator.
- After food is plated, double/triple wrap with Saran and/or aluminum foil. Label with your NAME and DATE OF SIMCHA and place in the walk-in refrigerator and/or the dairy kitchen refrigerators. (Labels are in the hanging file outside of the dairy kitchen or at the front office.)
- Foil and saran-wrap is provided by Kol Shofar. These are found in the kitchen.
- If serving bagels, DO NOT REFRIGERATE! Leave stored in kitchen in labeled paper or plastic bags. Have the bakery pre-slice all the bagels.
- Wash and save all containers for left-overs.
- floor plan for Kiddush attached (ATTACHMENT B)

KITCHEN CLEANUP

- Please leave the kitchen clean with all items washed, dried and put away in the appropriate locations.

“DAY OF” SCHEDULE

SHABBAT MORNING 9:15 -10:30 AM

- Host(s) of Kiddush remain in sanctuary and pre-arranged helpers do the set up starting at 9:15 AM. Plan on at least four-six helpers (two of these should be familiar with the Kol Shofar kitchen and Kiddush set up).
- Final ingredients added to salad.
- Dress the salads in the kitchen to save time on the buffet line.
- A member of the maintenance staff will set up coffee and tea. Please remind them if it's not set up by 10:30 AM.
- Cover all tables with appropriate-sized table covers.
- On the long dessert table place small plates and napkins and desserts. If fruit salad is on your menu, place it here.
- On the 2-3 separated long tables designated for serving food: Place at one end of each table, cutlery (including knives and forks), plates and napkins. Place plated food in a thoughtfully-arranged manner. (i.e: Bagels near cream cheese, chips near dips, etc.)
- Have duplicates/triplicates of all foods on your menu for each table with at least two serving utensils per platter/bowl. If there are not enough serving pieces, use plasticware.
- Place hot and cold cups, tea bags, stirrers, sweetener, milk and cold drinks on the black granite counter top. *Refer to diagram.
- Ice machine is available.
- Please use GLASS pitchers ONLY for cold drinks, ice water and milk for coffee.
- All food can now be placed on tables. It is suggested that bagels and chips be put out last. Be sure to place your serving plates so that there can be a line on each side of the buffet tables.
- There are large woven rectangular baskets that work best for serving bagels. They are usually found in the wood cabinets across from the meat kitchen Line these baskets with napkins.
- Wash and save all food containers for leftovers.

SHABBAT MORNING 11:00 AM - Noon

Blessing of the Bread and Wine Setup

This takes place in the foyer, between the Beit Am (Social Hall) and the Beit Kneset (sanctuary).

Maintenance will have set up a raised, round, covered table covered with a paper cloth.

Place the following on this table:

- Two WHOLE, COVERED challot on a challah tray.
- A filled salt shaker.
- Fill the Rabbi's large kiddush cup, with KOSHER grape juice
- The Challah tray, Kiddush cup and salt shaker and challah cover are in a large white plastic basket on the shelf above the sink across from the dairy kitchen.

You will also need:

- 1-3 additional challot cut up into small pieces, depending on the size of the crowd. Place these large cubes of challah in wire baskets, lined with napkins. These are held and served by friends to the worshippers exiting the sanctuary. (the wire baskets are stored in the wood cabinets across from the meat kitchen)
- HECHSHERED WINE AND HECHSHERED GRAPE JUICE FOR GUESTS: Place small one ounce plastic cups on trays, one tray for juice and one for wine. Fill cups at least 3/4 full. These trays can be served by friends/relatives/helpers to guests exiting the sanctuary.
(Hint: Use a disposable plastic cup filled with wine/juice, pinch it to form a spout. Use it as a very good pouring 'pitcher', instead of trying to pour from the large bottles. Use separate pouring cups for wine and juice.)

SHABBAT MORNING AFTER KIDDUSH around 2-2:30 PM - CLEANUP

- The Kol Shofar Maintenance staff will clean the Beit Am (social hall) following your kiddush.
- Start clearing the tables of your personal items, if any, as kiddush is winding down.
- If you wish to take home any leftover food, please bring plastic containers or plastic bags and pack your own food to remove. Any food left on the tables will be used by the shul for other activities during the week and maintenance will store it in the refrigerator and notify staff.
- **Please leave the kitchen clean with all items washed, dried and put away in the appropriate locations.**
- Please join in for Birkat Ha'Mazon as we thank G-d for all that is provided

KIDDUSH SHOPPING LISTS

MENU TO SERVE 80-90

Bagels/Challot/Breads:

- 3 loaves Challot (Cut up one. Put two on Challah tray under cover)
- 6-7 dozen bagels, sliced by any Kol Shofar-approved bagel store or 9 doz. Mini bagels, sliced. Plain, poppy and sesame seed are best.

The following items can be found at the lowest price at Costco (Costco cost excluding desserts, about \$110)

Juice, Cream Cheese, Coffee

- Two 3 lbs. packages or tubs of hechshered cream cheese
- 2 Large jugs of hechshered juice, apple or cranberry
- 1 Large De-caf coffee, hechshered
- One box hechshered, assorted tea bags

Salad stuff:

- 1 large bag spinach leaves
- 2 bag hearts of romaine
- 1 bag small or cluster tomatoes
- 1 bag peppers, any color
- 1 bag small cucumbers
- This makes 2 huge bowls
- (Other veggies from grocery store to toss with it, if desired)
- Salad dressing 2-pack or vinaigrette

Fruit for fruit salad or fruit trays: (if in season)

- 1 watermelon or 2 smaller seeded watermelons
- 3-pack cantaloupe
- 1 or 2 honeydew (if available)
- Grapes, strawberries or blueberries

Savory:

- 2 large jars hechshered herring, optional
- 2 containers hechshered white fish salad, optional
- Lox, four 18 oz. packages (Kirkland brand), optional
- 1 Large bag hechshered chips, Pita or other kind
- 2-pack of hechshered humus

Desserts

- Three packages hechschered cookies and four hechshered cakes
- (These are just dessert suggestions; but the quantities work well. All desserts must be hechshered)

The following items can be found at your local grocery store:

- One large, hechshered grape juice
- One large, hechshered sweet wine
- One quart ½ & ½ and one quart 2% milk, OR one half gallon milk

- Shredded carrot and/or red cabbage for salad (optional)
- Cookies, 2 packages of Safeway bakery chocolate chip or similar (6 dozen)
- crackers or extra desserts if Costco did not have something on list

MENU TO SERVE 120-140

Bagels/Challot/Breads:

- 3 loaves Challot (Cut up one. Put two on Challah tray under cover)
- 8-9 dozen bagels, sliced by approved bagel store or 10 dozen mini-bagels, also sliced

The following items can be found at the lowest price at Costco (Costco cost excluding desserts approximately \$200-\$250)

- Two 3 lb. packages or tubs of hechshered cream cheese
- 2 large jugs of hechshered juice (for kids)

Salad stuff :(very popular - make lots of salad)

- 2 large bag spinach leaves
- 3-4 bag hearts of romaine
- 4 bags small of cluster tomatoes
- 1 bag peppers, any color
- 4 bottles Hechshered salad dressing
- 1 jar capers (if serving lox, your option)

Fruit for fruit salad (if in season):

- 1 watermelon
- 3-pack cantaloupe
- 2 honeydew (if available)
- grapes
- strawberries
- blueberries

Savory:

- 6 large jars hechshered herring
- lox, six 18 oz. packages (Kirkland brand)
- tuna salad (need 6 jumbo cans) AND/OR
- egg salad is also very popular - 4-5 dozen eggs - BOILED IN KOL SHOFAR KITCHEN
- 2-3 large jars Hechshered Mayonnaise (for tuna and egg salad)
- 5-pack Carr's water crackers (if available, or get at grocery store)
- 1 large pack hechshered pita or other chips
- 2-Double packs of hechshered humus

Coffee

- 1 Hechshered De-caf Coffee - 1 Large Costco Brand

Desserts:

- 4-5 packages hechshered cookies
- 6 Semifreddies or other hechshered cakes

Grocery Store:

- One quart ½ & ½ and One quart 2% milk, OR: Half gallon regular milk
- 1 Box Assorted Teas, Hechshered
- One large, hechshered grape Juice
- Two large, hechshered sweet wine

MENU TO SERVE 300-350 people

Kosher grape juice 2 Large
Kosher Wine 3 large

From Costco (check for Hechshered products):

Decaf Coffee 2 large packages
Lox 15 pkgs (1.5 lb packages) Kirkland
White Fish Salad 6-8 containers
Cream Cheese 6-8 tubs
Hummus 4-6 tubs
Guacamole 4-6 tubs
Chips, Pita or other 3-4 bags
Salad Dressing 6 large bottles
Tomatoes 4 flats
Romaine Lettuce Two 6 packs
Spinach Leaves 2 bags
Red Obion 8
Mixed Lettuces 6 containers
Avocado Three 6 packs
Feta, optional 3 large containers
Cucumber Three 4 packs
Melons Two 3 packs
Berries 4 Strawberry, 4 other type
Grapes 2 bags of 2 colors
Baby Carrots 2 bags

Bakery Products from Kol Shofar Approved Bakeries:

Cookies 200
Cakes 8- 10 cakes
Challot 4 large - leave 2 whole, cut up 2
Bagels 20 dozen - cut in half by approved Bagel Store

Drinks

Milk 1 gallon
Soda or fruit juice 2-4 large depending on the number of children on guest list
Tea bags 3 boxes (Hechshered)

ATTACHMENT A - ROOM RESERVATION FORM

**Please complete one form for each room needed
(i.e. kitchen, Beit Am ...**

ATTACHMENT B - SUGGESTED KIDDUSH SET UP

BEIT AM FLOOR PLAN

THIS IS NOT TO SCALE (MORE SPACE BETWEEN ALL FOOD-SERVING TABLES)

This set up is for a normal kiddush for about 80-90 people.

For the 120-140 kiddush you should double the number of food tables and seating tables.

For the largest Kiddush, please contact Ireen Litvak or Nancy Drapin (ndrapin@kolshofar.org) for suggested setups

