

Big Day Logistics

In order to have the sanctuary prepped and ready we ask that you advise us of the following information a minimum of 1 week prior to your service date.

Call the office 704-987-9980 or email admin@templekoltikvah.org and advise the following:

1. **How many guests are you expecting?**
 - **Chairs will be set up on Thursday**
 - **There are approx. 100 chairs available**
2. **Would your child like to wear a cordless mic?**
3. **Will you need to store food in the kitchen refrigerators?**

Please take note of the following information regarding your use of the facility on Friday and Saturday

As the b'nei mitzvah family, you are responsible for making sure the temple is left in the same condition it was in when you arrived. We understand there may be scheduling conflicts after your event, so please be sure to address clean-up during both Friday and Saturday events. You can ask another b'nei mitzvah family to assist or if you prefer you can contact the office to have our maintenance staff take care after the event for a fee. This should be arranged at least two weeks in advance.

Kiddush (Wine/Grape Juice)

This will be supplied by the temple for Friday night and Saturday morning and is available in the fridge. Small cups are in a labeled cabinet. There are two size cups, the smaller being reserved for wine.

Challah

This is provided by the temple on Friday night only. If you would like a challah on Saturday you will need to supply your own.

Friday Night Oneg

You are responsible for hosting the Friday oneg. This includes snacks such as cookies, cake, cheese, crackers and/or fruit.

Saturday Morning Oneg

An oneg is required even if there will be a luncheon provided off-campus. If you plan a Kiddush luncheon at the temple please plan for an additional 10 congregants who attend the service. If you are not having a full luncheon, please be sure to include snacks for all guests in attendance.

Serving Platters

You are welcome to use any serving platters but please make sure they are washed/dried and put away in the labeled cabinets where they belong. The sink should be empty when you leave.

Security

Our front door is always locked from the outside. Do not prop the door open. Assign a person to be responsible for welcoming guests during your event.

Emergencies

If you need to reach the police, fire or ambulance, you can call 9-1-1 or press the labeled emergency buttons located on the alarm panel inside the kitchen door.

Day of concerns or questions

If there is no staff in the building and any issues arise at all within the building please call or text Doug Eilenberg at 516-860-5385 for immediate assistance.

Trash

There are three trash bins in the kitchen. Extra bags are located at the bottom of the bin. Small trash bins in the oneg room should be emptied into the large kitchen bins. Full bags of trash should be tied up and deposited into the bin located at the back of the parking lot.

Toilet Paper/Paper Towels

Extra rolls are available in the cabinet above the kitchen sink.

Broom

A broom is available in the kitchen if needed.