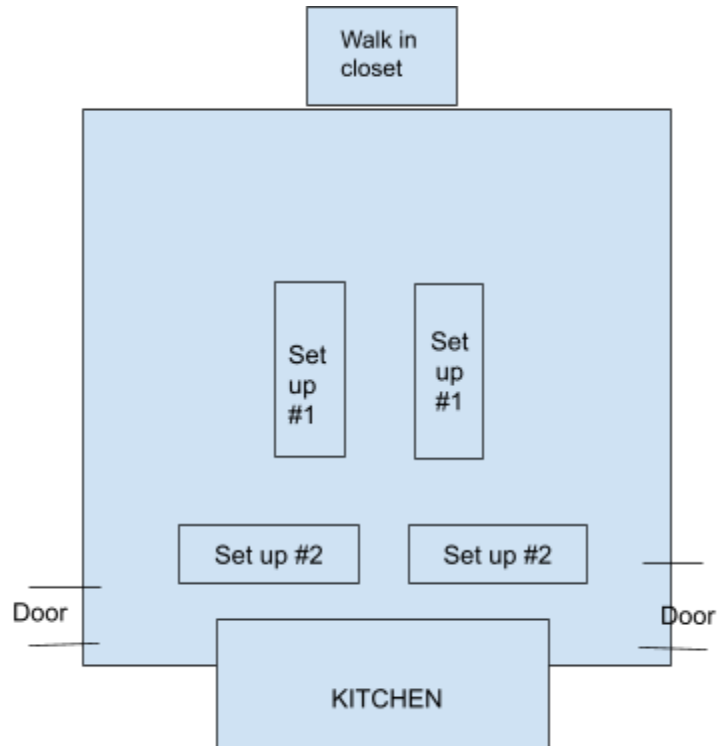


B Mitzvah Set-up & Clean-up

In Parish Hall

SET-UP - *diagram to the right is the layout of the space. An effective buffet set up can be done several ways...with 2 tables in the middle running parallel to each other (set up #1 at diagram on right) and tables for sitting all around. OR two tables pulled a few feet away from the kitchen, end to end with a space in the middle (set up #2 in diagram on right)*

- If serving **food or beverages** after the service, you can use the two big tables that are usually in the back of the room. Tablecloths, if wanted, can be found in the kitchen (Photo 2). If you want additional tables, fold-up tables can be found in the big closet (Photo 1). Trash cans can be found in the kitchen.
- Feel free to relocate any unsightly items in the room (you never know what may be left lying around in Parish Hall, e.g., pool noodles, white boards) and throw out anything that is clearly trash.



CLEAN-UP

- Pick up trash from the floor. Sweep up debris and spot-mop any spills in the floor.
- Place any of Reformation's cloth tablecloths that were used on top of the washer/dryer in the kitchen (Photo 3 below).
- Wash any kitchen utensils you use. Take all leftover food and materials that you brought. If you use the coffee brewer, please rinse the urn and dispose of the coffee grounds.
- Dispose of all garbage and recycling (please break down boxes and crush cans & water bottles).
- Blue-cushioned chairs need to be stowed in the corner- stacked high, tight and tidy, (basically put them back in the same configuration you find them). Similarly, stack the metal & wood chairs back where they are stored.
- Return any tables you took from the closet to the closet
- **Make sure that any exterior doors** used to get in or out of the building **are closed and locked.**



Photo 1

Walk-in closet with folding tables and some chairs for use. .



Photo 2.

Tablecloths can be found in the labeled drawers on the back wall of the kitchen next to the oven. Use as many as you want.



Photo 3

Place any used Reformation tablecloths on top of the washer & dryer in the corner of the kitchen.

List of Items

Please note that the following list of items generally changes a bit from day to day as things get moved around the building, so use this as a rough guide.

- 2 Heavy Folding Tables for food service: 96 inches each
- 8 - tables 30x60 inch
- 2 - tables 30x48
- 4 - tables 24x48
- 60 stackable plastic/metal chairs (in four different colors),
- 35 White wooden Folding chairs
- 100 Blue fabric stackable chairs (typically our first choice). Sometimes 30-40 of them can be found in the Shalom Room around the corner from Parish Hall.
- Table cloths
- Coffee Urn
- Coffee Maker
- Refrigerator (this is a shared fridge, so space might be limited). Please remove your items from the fridge before leaving.
- Blue tablecloths (unsure how many). These are unofficial tablecloths. They have been floating around B Mitzvah families who are asked to clean and store them after use and pass them along to other families who need them when asked. If you dont know who has them, ask the B Mitzvah coordinator to facilitate and email.