

*Event Plan for
Bat Mitzvah of Daniela Goldblatt*

[DRAFT - 6/21/23 4:30 PM]

Event	Friday Night Shabbat Dinner (March 9, 20XX)	Saturday Afternoon Kiddush (March 10, 20XX)	Saturday Evening Party (March 10, 20XX)
Description	Shabbat dinner (Meat)	Congregational Kiddush (Dairy)	Israeli Dinner (Meat)
Time	7:30 p.m. – 9:00 p.m.	? - 1:30 p.m.	7:00 p.m. - 11:00 p.m.
Guests	45 (41 adults; 4 children)	261 = 150 + 81 adults; 30 kids	139 (95 adults; 39 kids; 5 band members)
Service	Buffet	Buffet	Buffet
Meal Menu by Course	<p style="text-align: center;"><u>Kiddush</u></p> <p>Regular sized challah at each table (two at head table) (margarine on tables for after motzi) Grape Juice (Kids) Wine (host supplied)</p> <p style="text-align: center;"><u>Entree</u></p> <p>Seasoned Baked Chicken Pieces (mostly dark meat - bone-in) Garlic Roasted Fingerling Potatoes Roasted Seasonal Vegetables (e.g., root vegetables, red onions, carrots, roasted colored peppers, green & yellow squash) Romaine & Spring Mix Green Salad w/ Balsamic Vinaigrette</p>	<p style="text-align: center;"><u>Entree</u></p> <p>Bagels Lox Spread Cream Cheese Tomato, Cucumber, Onion Platters Tuna Salad (mayo, celery, no relish) Dressed Green Salad Quinoa Salad</p>	<p style="text-align: center;"><u>Appetizer</u></p> <p>Potato Puffs (tray passed) Spinach Bourekas (tray passed) Stuffed grape leaves Hummus with Pita Chips Vegetable platter w/ pareve dip</p> <p style="text-align: center;"><u>Entree</u></p> <p>Falafel Israeli rice (caramelized onions & lentils) Hummus Baba Ganoush Israeli Red Harif Israeli Salad Pita (cut in halves and quarters) Tahini Assorted Israeli pickles, pickled vegetables, olives Red cabbage</p>

Dessert	Sliced Babka Seasonal Fruit in footed dishes (e.g. , melons, grapes, pineapple, berries)	"Mazel Tov, Daniela" Ice Cream Cake (1/2 chocolate cake & 1/2 chocolate chip ice cream)(Lavender floral design) Seasonal Fruit Platter (e.g. , melons, oranges, grapes, kiwi, pineapple, berries) Cookies: <ul style="list-style-type: none"> • Chocolate Chip • Double Chocolate Chip • White Chocolate Macadamia 	Assorted Cupcake Bar Sorbets with fruit sauce Fresh fruit display (e.g. , melons, oranges sliced in half rounds, grapes, kiwi, berries)
Beverage Service	Wine (Red & White) - host supplied Iced tea Water Decaffeinated coffee Non-dairy creamer, sugar, artificial sweetener, Stirrers Tea Ice	Lemonade Water Coffee Tea Shabbat liquor table Cream, sugar, artificial sweetener, stirrers	Wine Beer Soda Ice Decaffeinated coffee Tea Non-dairy creamer, sugar, artificial sweetener, stirrers
Guest Place Settings	China place settings Glass water and wine glasses Paper napkins	Paper plates Paper napkins Plastic flat ware	White & silver plastic plates Silver plastic cutlery (tied by host with ribbon and centered on paper napkin at place setting) Glass wine and water glasses Paper napkins
Guest Linens	Ivory linen table cloths	Ivory linen table cloths	Ivory linen table cloths
Guest Table Set Up	6 round tables of 8 in cozy setting Assigned seating w/ card table (#1-6) inside hall Benchers	3 reserved tables	Assigned seating w/ card table in lobby 12 round tables for adults on kitchen side 5 long rectangle kids tables on sanctuary side Table card holders w/ table numbers
Service Linens	Ivory cloths Burgundy skirts	Ivory table cloths Plum skirts	Ivory table cloths Plum skirts
Service Set Up	Beverages and Desserts near coffee in front alcove	Round dessert table in center Beverages, coffee & tea in front alcove Rectangle tables in "V" formation for buffet Round table for alcohol & challah Hand-washing table Trash cans with black skirts	Fixed round appetizer station in lobby Wine glasses on bar & 8 oz. tall for sodas Band against playground windows & pieces in lobby during appetizers Buffet on entry wall kitchen side Bar in Gallery Table for name cards in lobby w/ gift basket

			Sets of two chairs spaced throughout lobby Photo booth outside sanctuary Benchers
Buffet Service Items	Drink dispensers	Basket on liquor table for used cups Laminated blessings on liquor table	Clear plastic cups for bar Color cocktail napkins for bar Cork screws for bar Bottle openers for bar
Decoration	Costco flower arrangements Extra flowers for Buffet	Cut flowers from Friday evening	"Sign in" book Lavender sheer organza on tables (toppers & runners) Glass vase with pillar candle & white rice Mason jars (w/ spoons) with kosher candy
NOTES:	Host to provide beverages.	Gluten free options available in kitchen Family food platters on immediate family table	Host to provide beverages. Band to set up during appetizer hour. Few pieces of band to play in lobby during appetizers.
SCHEDULE:	5:33 p.m. SHABBAT BEGINS 7:30 p.m. - Kiddush 7:40 p.m. - Dinner served	? - Serve lunch	6:33 p.m. - SHABBAT ENDS 7:00 - Cocktail Hour 7:30 - Band sets up 7:45 p.m. - Call to Hall for kiddush 7:55 - Hora 8:20 p.m. - Welcoming remarks 8:30 p.m. Buffet opens (kids first & band) 9:00 p.m. - Teach Israeli dance 9:45 p.m. - Toasts 9:50 p.m. - Dessert served 10:00 p.m. - B'rkat ha-mazon 11:00 - Event ends
STAFF:	INCREASED STAFFING WILL BE NEEDED TO FLIP KITCHEN TO DAIRY ON FRIDAY NIGHT AND BACK TO MEAT ON SATURDAY AFTERNOON Staff <ul style="list-style-type: none"> • Cheryl • Diana • Sandra • Jack (Coordinator) • TBD 	Staff <ul style="list-style-type: none"> • Diana • Jack (Coordinator) • Cheryl • Al • Sandra Volunteers	Staff <ul style="list-style-type: none"> • Jack (Coordinator) • Diana • Cheryl • Bar tender (in @ 3:00 p.m.) • Sandra • Al

CONTACTS:

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