

Retreat Planning Checklist - Overnight Events

(see back for Shabbaton)

In order to facilitate the retreat planning process, please fill in this checklist as specifically as possible. Changes to the checklist must be sent to the Events Coordinator by email at: ckatz@pearlstonecenter.org
Please circle, check or enter information neatly:

GROUP _____ **EVENT** _____ **DATE** _____

NUMBER OF GUESTS IN EACH AGE GROUP:

Total # of Adults _____ (# single occupancy _____ # double/multiple occupancy _____)
Teens 13-17 _____ Children 6-12 _____ Toddler 1-5 _____ Infants _____

ROOMING NEEDS : (see page 8) limited quantities available

Cot _____ Pack & Play _____ Refrigerator in group leader's room? Y N
Extra Towels \$ _____ Daily Housekeeping \$ _____ Extra adjoining room for family \$ _____

MEETING ROOM NEEDS: (see page 7)

Standard contract includes 1 large & 2 small mtg rooms
Available equipment is listed on page 8

LARGE (main space)

Chairs only # _____ Layout _____
Tables & Chairs # _____ Layout _____
Tables for supplies or presenter _____
Equipment _____

SMALL #1 (breakout space)

Chairs only # _____ Layout _____
Tables & Chairs # _____ Layout _____
Tables for supplies or presenter _____
Equipment _____

SMALL #2 (breakout space)

Chairs only # _____ Layout _____
Tables & Chairs # _____ Layout _____
Tables for supplies or presenter _____
Equipment _____

PRAYER SERVICE NEEDS:

- Prayer books: # needed _____
Sim Shalom (90) Art Scroll (90) Gates of Prayer (40)
- Chumashim: #needed _____ Hertz Art Scroll
- Ark & Torah (1 only): Can Bring One Need Pearlstone's

PROGRAMMING:

Please email events coordinator a general programming outline so that your facilities needs can be anticipated.

\$ ADD-ONS: (see pages 2&3)

- | | |
|---|--|
| <input type="radio"/> Extra Meeting Space | <input type="radio"/> Extra Snacks |
| <input type="radio"/> Early Open or Late Close | <input type="radio"/> Boxed To-Go Meals |
| <input type="radio"/> Exclusive Staff Person | <input type="radio"/> Decorated Cake
Message _____ |
| <input type="radio"/> Extra Housekeeping Services | <input type="radio"/> Family-Style Food Service |
| <input type="radio"/> Copies | <input type="radio"/> Plated Food Service |
| <input type="radio"/> Extra Towels | <input type="radio"/> *Camp Milldale Facilities (must be reserved well in advance) |
| <input type="radio"/> Linen Tablecloths and/or Skirting
in Dining Room and/or Meeting Room | |

FOR OFFICE USE ONLY:

MEALS:

Preferred Meal times:

Breakfast _____ Lunch _____
 Dinner _____ AM Snack _____
 PM Snack _____ Mlava Milka _____

Dining Room setup preference?
 (may not be accommodated)

Long Rows Large Squares

\$ Additional guests coming to any meals? Y N

Meal _____ # of Guests _____

Is your group bringing your own wine/liquor? Y N

Does your group need our children's menu? Y N

Do any of your attendees have special dietary needs?

- Vegans (no eggs or dairy) # _____
- Vegetarians (no flesh) # _____
- Pescatarians (eat fish) # _____
- Lactose Intolerant # _____
- Allergies _____
- Other _____

*Standard service is Buffet style with self clear.

\$ Do you need?: Family-Style Plated Staff Bussing

Additional Details for Shabbat Events

PRAYER SERVICE NEEDS:

- Prayer books: # needed _____
 Circle One: Sim Shalom Art Scroll Gates of Prayer
- Chumashim: # needed _____
- Ark & Torah (1 only)- Can Bring One Pearlstone's
- Setup: # of Chairs _____
 Style: Theater Style Mechitza lattice or solid
 Semi Circle Circle
 Mechitza w/tables Other _____

Do you need extended meal times? Y N
 (standard 1hr breakfast, 1.5 hrs Lunch & Dinner)

Extended meals require flexibility in meal time scheduling

Will you make Kiddush with:
 mid-morning snack or lunch?

MOTZEI SHABBAT PLANS:

\$ Will you have a Pearlstone Melava Malka? Y N
 Will you bring in food from a kosher facility? Y N
 From where? _____

Please be sure to provide your own paper products!

Will there be additional guests in the evening? Y N
 # of additional guests _____

Will you need any special setups for program? Y N
 Details _____

\$ SPECIAL KASHRUT NEEDS:

- Yoshon _____ Ruboshkin Meat _____
- Pas Yisroel _____ David Elliot Chicken _____
- Linens at all Shabbat Meals _____

\$ EXTRA APPETIZERS:

- Extra Challah Rolls _____ Kugel _____
- Chopped Liver _____ Extra Gefilte Fish _____
- Cholent _____

PROGRAMMING:

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STANDARD SHABBAT MENU:

FRIDAY DINNER

- Ceremonial Challah
- Challah Rolls (1 per person)
- Grape Juice-In cups
- Chicken Soup with Matzo Balls
- Garden Salad
- Pickles & Olives or Veggie Platter
- Gefilte Fish with Horseradish (1 pp)
- Delicious Shabbat Chicken (2 pc pp)
- Roasted Potatoes
- Grilled Vegetables
- Dessert

SHABBAT BREAKFAST

- Cold Cereal & Milk
- Boiled eggs
- Muffins & Breakfast Breads
- Season Fruit
- Coffee, Juice

SHABBAT LUNCH

- Ceremonial Challah
- Challah Rolls (based on 1 per person)
- Grape Juice-In cups
- Rye Bread
- Pickles & Olives or Veggie Platter
- Cholent with Kishke
- Deli Platter with Condiments
- Garden Salad & 2 Deli Salads
- Dessert

SEUDAH SHLISHEET

- Garden Salad
- Pickles & Olives or Veggie Platter
- Challah Rolls (based on 1 per person)
- Tuna Fish Salad
- Hummus, Tehina, Babaganoush & Pita
- Kugel
- Dessert

SUNDAY BRUNCH

- Cold Cereal & Milk
- Scrambled Eggs
- Home Fries
- Bagels & Cream Cheese
- Lettuce, Tomato, Cucumbers & Onions
- Seasonal Fruit
- Coffee, Juice, Tea

FOR CHILDREN

- (must be ordered 30 days in advance)
- PB&J
- Plain Pasta w/butter
- Veggies Platter