

Eruv-related Preparations

- Verify that the *eruv* is up, if applicable. If there is no *eruv*, empty clothing pockets and bring all needed items to shul ahead of time:
- Tallis*
- Siddur*
- Seforim*
- Reading glasses
- Tissues
- Any health-related items (EpiPen, inhaler, glucose meter, etc.)
- Reflector belt
- Check the weather forecast; bring any necessary weather-related items (e.g., hat/shaitel cover, umbrella, snow cleats)

Outside

- Turn on outside lights
- Turn off motion detectors
- Turn off alarms or turn on bypass switches
- Turn off sprinklers
- Take out or bring back trash cans to or from the street
- Bring in the mail
- Put away *muktzah* or non-Shabbos toys (e.g., bikes, scooters)
- If you live on a designated emergency road, remove your car from the street if bad weather is forecasted (e.g., snow, ice)
- During winter months, if your rabbi permits, arrange for someone to shovel or clear your pathway/driveway and salt sidewalks, if needed
- Separate car keys from house keys
- Close and lock car windows and doors. Don't leave valuables (e.g., GPS, phones, etc.) in the car, especially if they are visible
- If you have a dash cam, make sure it is set to off
- If you drive to shul, make sure to lock your car, park where you won't get a ticket or towed, and place your keys in a secure location in shul

Immediately Before Shabbos/Yom Tov

- Check to ensure that the following:
 - Heat or air conditioning is set correctly
 - Timers, alarms, lights, lamps, nightlights, fans, heaters, baby monitors, and appliances are turned on or off
 - Light switches are covered
 - Electronic devices (e.g., cell phones, tablets, computers, mp3 players) are turned off and put away
 - Pockets don't have *muktzah*
- Straighten up the house
- Take medicines and vitamins and moisturize hands
- Light *yahrtzeit* candle first, if applicable
- Light Shabbos/Yom Tov candles
- Wish your spouse and children a good Shabbos/Yom Tov

Motzei Shabbos/Yom Tov

- Say *Kiddush Levana*, if applicable
- Perform *Havdalah*
- Turn off Shabbos timers
- Turn off oven and/or stovetop and unplug crockpot and/or hotplate and urn
- Wait until the *blech* cools then put it away
- Turn on refrigerator light
- Put away leftover food and challah
- Wash dishes and/or start dishwasher(s)
- Put away dishes, *kiddush* cup, etc.
- Activate alarms, security lights, motion detectors, sprinklers
- Fold and put *tallis* away
- Bring in mail and newspapers
- Light two candles for *Melave Malka* after Shabbos, if this is your *minhag*
- Eat *Melave Malka*
- Add anything you think of to this checklist so you remember for next Shabbos/Yom Tov!

Personal Erev Shabbos/Yom Tov Needs

- _____
- _____
- _____
- _____
- _____
- _____

We encourage you to copy and use this checklist weekly l'kavod Shabbos and Yom Tov.

We thank all schools, shuls, and businesses who participated in the distribution of this checklist.
Special thanks to staff and students of Bnos Yisroel of Baltimore for their assistance on this guide.

To bring this checklist to your community, please contact Frank Storch at 410-340-1000 or chesedfund@gmail.com

This project is dedicated as a *zechus* for a *refuah shleima* for Ahuva Gittel bas Chaya Rochel. Email any feedback to chesedfund@gmail.com

Call the Kol HaChesed helpline for Hatzalah, chesed info, and more at 718-705-5000.

In memory of Rabbi Hirsch Diskind, ע"ה, Rabbi & Mrs. Abraham P. Hirmes, ע"ה, Mr. Alvin Mintzes, ע"ה, Mr. & Mrs. Simon Nieman, ע"ה, Mr. B. Stanley Resnick, ע"ה, Dr. & Mrs. Lou Rothman, ע"ה, Mr. M. Leo Storch, ע"ה, and Rabbi Kalman Winter, ע"ה.



The Chesed Fund Limited is dedicated in memory of Mordechai & Rebecca Kapiloff, ע"ה, Dr. Bernard Kapiloff, ע"ה, and Rabbi Norman & Louise Gerstenfeld, ע"ה. Project Ezra of Greater Baltimore, Inc., is dedicated in the memory of M. Leo Storch, ע"ה.

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The Erev Shabbos & Yom Tov CHECKLIST 2018-2019



Preview Edition

To make this list more useful, check off the items relevant to your home and then refer to those items each week.

Free download available at erevshabboschecklist.com

This guide is dedicated in memory of Mrs. Sarah Bush, ע"ה, members of the Salomon Family, ה"י, members of the Sassoon Family, ע"ה, and members of the Azan Family, ע"ה



During the Week

- Create Shabbos/Yom Tov menus
- Invite guests; try to include elderly, singles, widows/widowers, and divorcees
- Check with guests for food allergies or special requirements
- Shop for Shabbos/Yom Tov food
- Bake or purchase challah and pastries; make sure to have three whole challahs for Shabbos, or more for Yom Tov, as needed
- Make sure you have the necessary items for candle lighting (e.g., candles, oil, disposable candle holders, matches)
- Make sure you have the necessary items for *Havdalah* (e.g., grape juice/wine, candle, spice box, matches, two tea lights, if this is your minhag)
- Purchase diaper spray or squeeze wipes, if applicable
- Purchase flowers, if desired
- Clean the house (e.g., wash, fold and put away laundry, vacuum and wash floors)
- Polish candlesticks, candelabra, *kiddush* cup and other silver items
- Sew, mend, or iron clothing
- Purchase new clothing; check for *shatnez* in new clothes and remove tags
- Wash and iron tablecloths
- Pick up items from the dry cleaners and remove tags
- Pick up medications and vitamins and open bottles or packaging
- Pay bills due on Shabbos/Yom Tov or Sunday
- Return/pick up library books
- Toivel* items needed for Shabbos/Yom Tov
- Purchase Jewish magazines/newspapers
- Review Shabbos/Yom Tov *halachos* (e.g., applying makeup, cooking, or carrying)
- Remind children to bring home *parsha* sheets
- Mow and rake the lawn
- Water plants
- Send a gift to your Shabbos/Yom Tov host, if possible
- Other _____



Kitchen

- Tear aluminum foil unless you use foil sheets
- Tear paper towels
- Open any sealed bags (including garbage bags), boxes, bottles, and cans needed for Shabbos/Yom Tov; open baby food jars, if applicable
- Separate tissues, bags, and plates if they are stuck together or perforated
- Fill up a hot pot or urn; if it has a Shabbos setting, set it to “on”
- Add water to the crock pot and set it to the correct temperature; cover the temperature dial.
- Set up a hot plate or *blech*. Open a window to allow the *blech's* heat to escape. Make sure there is sufficient space around the *blech* to prevent it from heating walls, cabinets, or countertops.
- Plug hot pots, urns, crock pots, directly into outlets, not extension cords. Keep them set deep on the countertop and tuck all appliance cords away and out of reach
- Turn off or adjust the oven temperature; turn on Shabbos mode, if applicable
- Empty the dishwasher and prop open, as needed
- Prepare a basin with soap and hot water for dishes; place it out of children's reach
- Turn all single-handled faucets to cold, or turn off the hot water source
- Put weekday sponges away and replace with Shabbos brushes
- Tape down refrigerator and freezer light switches or loosen the light bulbs, use Velcro, or special Shabbos switches
- Make ice cubes; if the refrigerator has an automatic icemaker lift the bar when finished
- Empty trash containers
- Clean, check, and cut vegetables
- Prepare any special diet foods
- Make tea essence, if it is your minhag
- Wrap and put challah in the oven or on the hot plate or *blech*
- Warm up Friday night food before Shabbos
- Put drinks in the refrigerator

- Arrange food and dips on serving trays; cover and refrigerate them

- Place a tablecloth on the kitchen table
- Prepare a Shabbos washing cup and towel
- Prepare food for an *eruv tavshilin*, if applicable
- Bring Shabbos/Yom Tov food to relatives, people in the hospital, or nursing home, if applicable
- Take care of any pet needs
- Other _____
- Other _____
- Other _____



Dining Room

- Set up candles on a stable surface, away from draperies and other flammable items, and out of children's reach
- Set up the candles, oil, or tea lights as early as possible
- Pre-light candles and put them out, if this is your *minhag*
- Prepare and place *tzedakah* money next to the candles
- Place a siddur next to the candles for *tefillos* after lighting
- Set up a *yahrtzeit* candle, if necessary
- Set the table as early as possible with a tablecloth and cover with a plastic tablecloth, if desired. In addition to place settings, include:
 - Challah board, cover, knife and plate
 - Salt and pepper shakers
 - Kiddush* cup, plate and small cups for *kiddush*
 - Wine or grape juice
 - Benchers
 - Napkin holder with napkins
 - Flowers
- Other _____
- Other _____
- Other _____



Bedrooms

- Clean bedrooms
- Remove *muktzah* item from beds
- Place purse, cell phones, wallets, car keys, and money in a secure and out-of-the-way location
- Prepare Shabbos clothing (e.g., suit, tie, accessories, dress, jewelry)
- Get dressed before candle lighting
- Polish shoes
- Remove tags from new and dry-cleaned garments
- Remove any items from your purse that may be needed on Shabbos/Yom Tov
- Set or turn on or off heaters, fans, baby monitor, and medical equipment
- Charge phones and turn them off
- Check the alarm clock; turn off your weekday alarm and set a Shabbos alarm
- Turn on Shabbos lamps or nightlights
- Other _____
- Other _____
- Other _____



Guest Rooms

- Prepare rooms with fresh linens and towels
- Provide the following:
 - Additional beds, air mattress blown up before Shabbos, crib, or pack n' play
 - Extra blankets and pillows
 - Fan, portable heater
 - Shabbos lamp, night light
 - Soap, tissues, *sheitel* head
 - Water bottles, cups, snacks
 - Newspapers, magazines
 - Clock set to the correct time
 - *Negel vasser* cup, bowl and towel
 - Closet and drawer space
 - House key/Shabbos lock combination written down
- Other _____



Bathroom

- Bathe or shower and blow dry hair, if applicable
- Style hair or *sheitel*
- Unplug and put away hair irons, blow dryers, curling iron, etc.
- Cut and/or polish nails
- Apply makeup, creams, or lotions
- Brush and floss teeth
- Apply makeup
- Open boxes of Shabbos tissues or tear toilet paper and prepare baby wipes according to your minhag
- Open Band-Aids
- Take out Shabbos brush, toothbrush, toothpaste, and soap
- Turn on lights or nightlights
- Set faucet knobs to cold or turn off the hot water source
- Other _____



Living Room

- Set heat or air conditioning temperature
- Set timers
- Dust
- Remove plastic wrapping from magazines, newspapers, new toys, or games
- Put away electronic and musical toys
- Other _____
- Other _____



Babies & Children

- Arrange for children to walk to youth groups with friends
- Arrange play dates or a babysitter for children, if necessary
- Remind children to bring home *parsha* sheets
- Assign age appropriate chores

- Set baby monitor appropriately
- Put away school items; before putting away backpacks, take out *parsha* sheets

- Remove *muktzah* items from your diaper bag
- Remove stroller and any other necessary baby gear from your car, if applicable
- Unwrap new games or toys
- Prepare diapers; spread ointment on them, if needed
- Set out diaper spray if you don't use wipes
- Open any sealed bottles, cans, or boxes of nosh and baby food
- Bathe and dress children, brush and style their hair
- Feed children before Shabbos/Yom Tov starts
- Set aside a treat for children for candle lighting time
- Prepare nosh for children to take to shul, if applicable
- Other _____



Personal/Spiritual Preparations

- Look up times for *shkiab*, *Krias Shema*, *Mincha* etc. by calling the Zmanim hotline at 718-331-8463, checking myzmanim.com, or referring to your shul's website or newsletter
- Print or prepare *divrei Torah*
- Check times for *shivrim* you want to attend
- Ask your rabbi Shabbos-related questions
- Set money aside for a taxi or, if permitted by your rabbi, download the Uber app to use, if necessary
- Take some time for yourself to rest
- Eat a light snack
- Review your week spiritually
- Call relatives and wish them a Good Shabbos/Yom Tov
- Call children to give them the *Birchas HaBonim*/Blessing of the Children (remember time differences – Israel is 6 or 7 hours ahead of EST)
- Emergency service personnel (e.g., Hatzalah/Shomrim/Chaverim) should do their pre-Shabbos/Yom Tov preparations (e.g., setting up equipment, radios)