



## HOW TO SET UP ON THE DAY OF THE HIDDUR MITZVAH PROJECT

### Materials Needed:

- } Pens
- } School Glue
- } Large Tables
- } Tablecloth or Plastic Covering
- } Tables For Check In
- } Extra Chairs

### Set Up

The best space to hold the event is a large assembly room. Tables will probably be filled with glass and glue bits when the program is over, so a tablecloth or plastic covering is suggested for easy clean up. Glass and pens should be evenly distributed on tables. You may also want to have extra chairs available as well, since many families enjoy watching their family members make their mosaics.

### Check In

We suggest that you have two tables outside of the room. One table can be the Samples Table, where your samples or pictures of the Hiddur Mitzvah products can be viewed (pictures can be printed off of our website [www.hiddurmitzvah.org](http://www.hiddurmitzvah.org).) The other table is where they can place their order and receive their kits. **Please fill out our "Check In/Check Out Sheet"** to help you track how many kits are being created.

### Creating Your Mosaics

There are directions and rules to follow on each kit. You can go over them with the group at the beginning of your event but the rules are self-explanatory.

### Clean Up

Gather up projects (or have participants go to the "check in" table and drop them off), **be sure that the artist's name is on their work.** Make sure to gather all glass (mosaic and kits) that were not used. For packing instructions see "How to Send Materials Back to Us" sheet.



## SENDING THE MATERIALS BACK

- 1.) Keep all materials (peanuts etc.) that were shipped with your kits, this will help you pack your mosaics easier/safer.
- 2.) Make sure the newly made mosaics are **DRY** before you pack them up (otherwise they slide out of place).
- 3.) Stack the cards/mosaics in a pile of **no more than 10 high**. Please take notice of how we wrapped the pieces.
- 4.) Wrap both the finished pieces and the unused pieces **TIGHTLY** with plastic wrap.
- 5.) Please send back **ALL** of the materials that were sent to you. That includes any sample pieces, extra glass, videos and anything else you did not use. If these items are not returned, you will be charged for them.
- 6.) We ask that you make a copy of the filled out "Check in/Check out Sheet" and include it in your shipment back to us.
- 7.) Please take the time to fill out the questionnaire at the end of this packet. It will help us immensely in improving the project.
- 8.) Please check that all the kits have the artist's name on them!
- 9.) Be sure to pack up the unused pieces just as carefully as you pack up your beautiful mosaics! We will recycle anything that is not used.
- 10.) Please make sure to mark the outside of your box with "**HIDDUR MITZVAH PROJECT**" in bold letters before mailing it back to us.

**Thank you for choosing our Hiddur Mitzvah Project for your organization, we hope you enjoy your event!**

# Evaluation Form



1. Briefly explain your Hiddur Mitzvah project.
2. What was your favorite part of the activity?
3. What did you (and your other participants) take away from our H.M. project?
4. What would have made the process of the H.M. project easier for you?
5. How would you describe the benefits of the Hiddur Mitzvah Project to someone else?
6. How did you hear about the Hiddur Mitzvah Project?

*We may use your comments to further develop our program and/or for a testimonial. Thank you!*