

ROOM SET-UP **EVENT DATE(S)** _____

CONTACT FOR EVENT/MEETING: _____ **Cell Phone:** _____

EVENT: _____

TIME OF EVENT: begins _____ ends _____

ROOMS REQUESTED:

Social Hall _____	Upper Social Hall (Kehillah Room & Chapel) _____
Kehillah Room _____	Chapel _____
Library _____	Room 20 _____
Annex _____	Classroom(s): # on door _____
Foyer _____	Sanctuary _____

Estimated number of people attending: _____

KITCHEN NEEDED: Yes _____ No _____ Meat counter covers needed: Yes _____ No _____

Caterer: _____ **Phone:** _____

ELECTRICAL EQUIPMENT: (check if needed and enter number if more than 1)

Microphone _____	Projector _____
Lectern _____	Extension cord _____
Keyboard _____	Screen _____
Other Audio-visual equipment (specify) _____	

FURNITURE: (enter number needed)

Rectangular tables (4 6' long; 10 8' long available) _____

Round tables (10 60" round; 17 66" round available) _____

Chairs at each table _____ # Chairs needed if no tables _____

Other items needed/notes: _____

DOORS/SECURITY:

Do you have an ID card to enter the building: Yes _____ No _____

Have you arranged for door greeters: Yes _____ No _____

If you anticipate over 100 people, please speak with Adam Zeren regarding possible security detail

- Please draw diagram of room lay out on reverse side
- Submit this Room Set-Up at least 2 weeks prior to event to ensure your room request!