

Event Room Set – Up

Event Details

Event Date(s): _____

Contact for Event: _____ Phone #: _____

Event: _____

Time of Event: Begins _____ Ends _____

Estimated Number of People Attending: _____

Rooms Requested

Social Hall	_____	Kehillah Room & Chapel)	_____
Kehillah Room	_____	Chapel	_____
Library	_____	Room 20	_____
Annex	_____	Classroom	_____
Foyers	_____	Sanctuary	_____

Kitchen/Food

Do you need to use the kitchen? Yes ___ No ___ Meat Counter Covers Needed? Yes ___ No ___

Caterer: _____ Phone: _____

Electrical Equipment

(Please indicate if more than 1 needed).

Microphone	_____	Projector	_____
Lecturn	_____	Extension cord	_____
Keyboard	_____	Screen	_____

Other Audio-visual equipment (Please specify) _____

Furniture

(Please indicate number needed).

Rectangular tables (6 – 6’ long available; 10 – 8’ long available) _____

Round tables (14 – 72” round available) _____

Chairs at each table _____ Number of chairs 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 Melissa Rudman regarding possible security details.

- Please draw a diagram of your requested room layout on the reverse side. We will do our best to accommodate your needs as requested.
- If possible, please submit your request at least TWO weeks prior to your event.