Congregation Beth Ami
Program and Event Planning Guide

Date of Event: _____ Start Time: _____ End Time: _____

Setup start time: _____ Cleanup end time: _____

Name/Brief Description of Event: _____

_____

Intended audience (circle all that apply): CBA   Jewish Community   General Public   Other (explain)

Name(s) of any outside speaker or organization that is part of the event:

_____

Person in Charge: Name: _____

Phone number(s): _____

Email:(print clearly)_____

Announcements/Publicity needed? (e.g., Cybershul, Shofar, JCC,
Outside Media)
(circle one) **YES   NO**.   *If YES, follow the Publicity Guidelines*

> *Publicity Guidelines given _____*

Food and Beverages: Will food or beverages be served?
(circle one) **YES   NO**
*If **YES**, follow the Congregation Beth Ami pamphlets
provided in the office.*
Please note that a mashgiach may be needed.

> *Mashgiach required? **YES   NO***
>
> *Congregation Beth Ami (CBA) pamphlets:*
> *Food & Potluck Guidelines   given _____*
> *Guidelines for Kitchen Use   given_____*
> *Special Events, Use of Kitchen   given _____*

Facilities (circle all rooms needed)
Sanctuary   Social Hall   Multi-purpose Room   Rooms 12-13   Courtyard   Library   Apartment/Chapel   Kitchen
Other space _____

Anticipated number of attendees: _____

> *Event Setup Form   given _____*
> *Cleanup Guidelines given _____*

Name of person responsible for setup and decorating _____
If you wish staff to set up tables and chairs, fill out the Event Setup Form in the office.

Name of person responsible for cleanup (including cleaning table cloths and emptying trash) _____
Follow the Cleanup Guidelines available in the office

Name of person responsible for unlocking and locking the synagogue _____
The list of people with keys is in the office.

AV Equipment: Circle any that you need: Microphone   Lectern   TV   Movie screen   Computer Projector
Extension Cords   Other _____
Name of person responsible for setting these up and returning them _____
Follow the Equipment Use Guidelines available in the office.

SIGN AND RETURN TO EXECUTIVE DIRECTOR: x_____
Date: _____

SIGNATURE OF EXECUTIVE DIRECTOR: _____
Date: _____

Last updated: August 10, 2014   Call the CBA Office at (707) 360-3000 if you have any questions