

# Congregation Beth Ami Program and Event Planning Guide

This form has two purposes:

It gives the office the information it needs about the event, and

It lets the organizer know all of the things that need to be done to make sure every task is taken care of.

As soon as you start to plan a special event or program, do the following:

- (1) If you have Internet access, check the Beth Ami online calendar to make sure that nothing else is planned for the date. (Go to <http://bethamisr.org/> and click on Calendar.)
- (2) Notify the office secretary about the event and verify that the date is available.
- (3) Complete this Program and Event Planning Guide form and submit it to the office.
- (4) For safety reasons and to keep the Beth Ami kitchen kosher, if you need to use the kitchen, even just to fill coffee pots or water pitchers, a mashgiach (kitchen supervisor) needs to be present. The Kitchen Committee will help you arrange for this, but you need to indicate on this form that you will want access to the kitchen.
- (5) Meet with or talk to someone at the Beth Ami office to make sure everything for your event is taken care of.
- (6) As it gets closer to the time of your event, refer to your copy of the form to check that you have followed through on the things that need to be done.
- (7) Enjoy your program or event knowing everything will flow smoothly.

**Committee Meetings:** This form does not need to be filled out for committee meetings, but be sure to check with the office to reserve a space for your meeting.

# Congregation Beth Ami Program and Event Planning Guide

Please fill out this form and then Speak to office personnel to ensure that all items are covered.

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Setup start time: \_\_\_\_\_ Cleanup end time: \_\_\_\_\_

Name/Brief Description of Event: \_\_\_\_\_

Anticipated number of attendees: \_\_\_\_\_

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) \_\_\_\_\_

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 at least **one week** before the event.*

CBA Setup Form given \_\_\_\_\_  
Cleanup Guidelines given \_\_\_\_\_

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.*

Announcements/Publicity needed? (e.g., Cybershul, Shofar, JCC, Outside Media)

Publicity Guidelines given \_\_\_\_\_

(circle one) YES NO. *If YES, follow the Publicity Guidelines*

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.*

**If you need entry to the kitchen you will need a mashgiach.**

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 Kitchen Rooms 12-13 Courtyard Library Apartment/Chapel

Other space \_\_\_\_\_

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: \_\_\_\_\_

Date: \_\_\_\_\_

SIGNATURE OF EXECUTIVE DIRECTOR: \_\_\_\_\_

Date: \_\_\_\_\_