



CONGREGATION BETH AMI

EVENT SET UP FORM

Today's date: _____

Date of event: _____ Is this a recurring event _____

Title of event: _____

Start and end time of event: _____

Time of set up: _____

Contact name and phone number: _____

Contact email: _____

Number of people expected -adults and children: _____

Is a room needed for childcare: _____

Will there be food at the event? Meat Dairy

Name of caterer _____

SUPPLIES NEEDED:

- Kiddush wine/juice
- Challah
- Kippot in basket
- Candy basket
- Plates
- Cold cups
- Hot cups
- Plastic forks
- Plastic spoons
- Plastic knives
- Dinner plates
- Dessert plates
- Coffee supplies
- Tea supplies
- Movie screen
- Microphone
 ___lavaliere ___ hand held
- Projector
- Lecturn
- TV

LOCATION:

- Sanctuary
- Social Hall
- Multipurpose Room
 (back of Social Hall)
- Classroom 1/2
- Classroom 3/4
- Classroom 5/6
- Classroom 7/8
- Classroom 12/13
- Classroom 14

EVENT DESCRIPTION

TABLES / CHAIRS NEEDED

Tables - type & quantity

8' Rectangular banquet tables
 (18 lightweight / 24 heavy)
Round banquet tables (58)

Chairs - type & quantity

Folding chairs (125)
Sanctuary chairs (150)
Friedman Center Chairs (unlimited)

For office use:

- A/V staff
- Francie
- Open up
- Lock up
- Security

Sanctuary

180 total can sit for services

150 sanctuary chairs

30 Friedman Center chairs

Social Hall - 180 dining

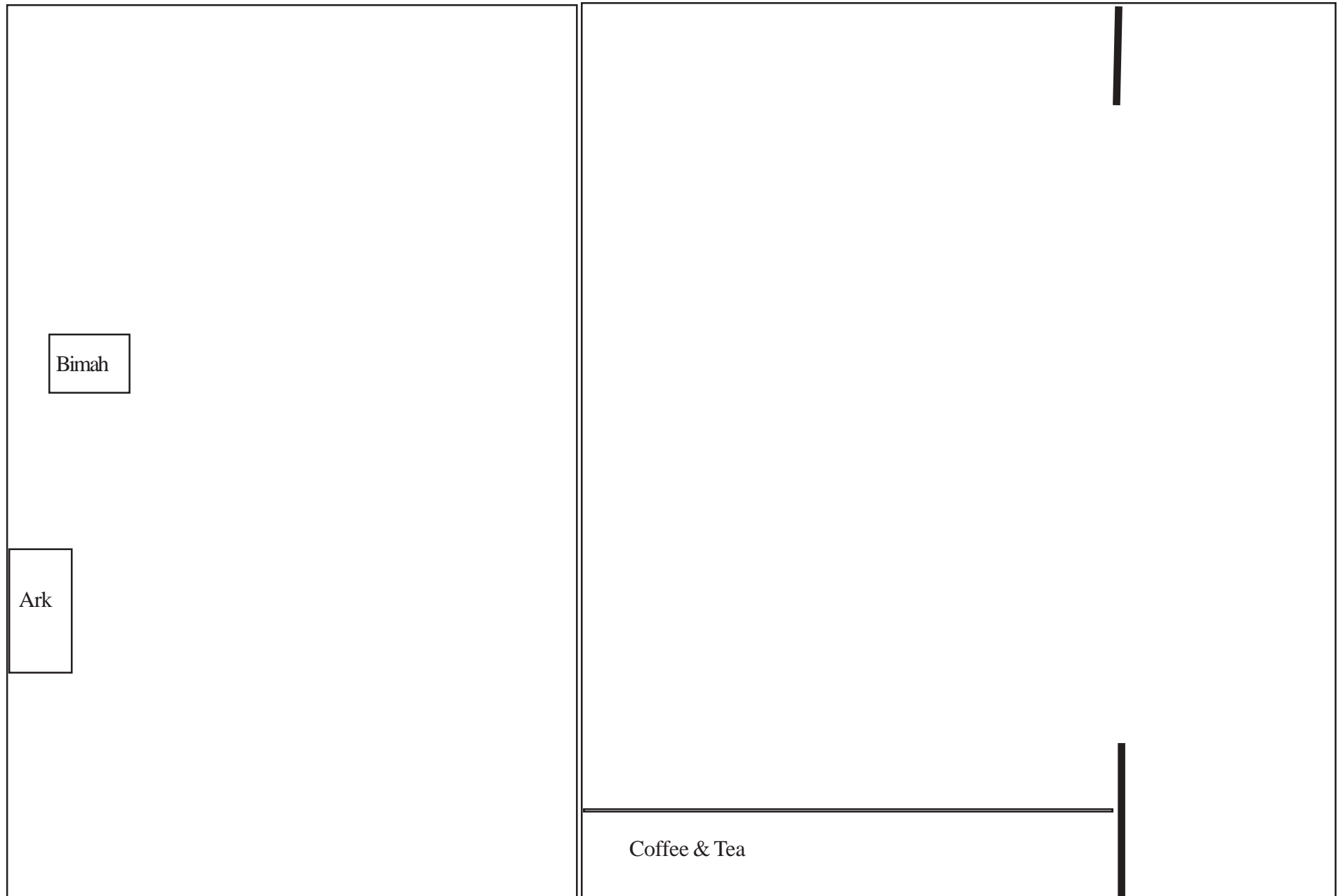
•18 rectangular tables w/10 chairs per tables (6 rows of 3 tables per row)

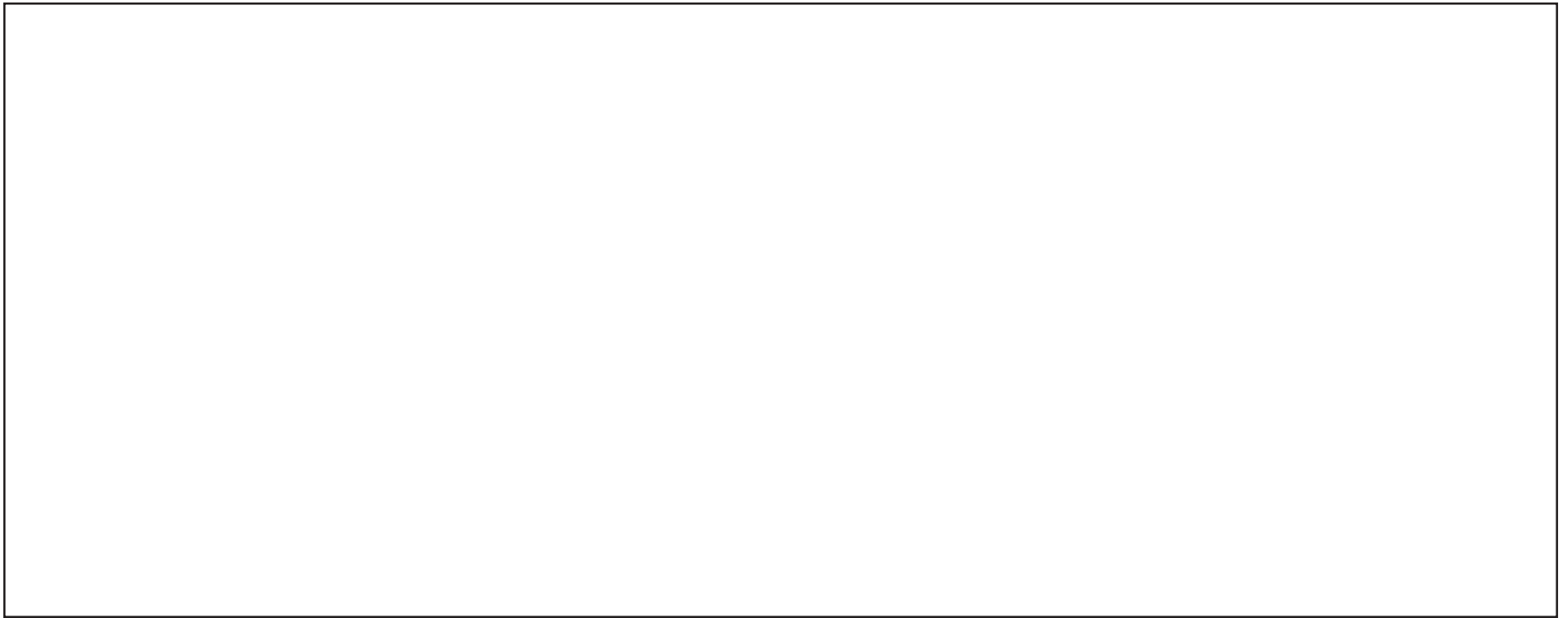
•18 round tables w/10 chairs per table

Multipurpose Room 36-50 dining

•36 people at 4 rectangular tables (2 rows of two) w/9 chairs each

•50 people at 5 round tables (2 - 1 - 2) w/ 10 chairs each





Room 12/13

40 people

4 rec. tables w/ 10 chairs each (eating or meetings)

24 people

4 rec. tables (2 rows of 2 tables together vertically) w/24 chairs (mtg.)

20 people

4 rec. tables (together horizontally) w/ 20 chairs (mtg.)