

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 about the event and verify that the date is available.
- (3) Complete the Program and Event Planning Guide form and submit it to the office.
- (4) Meet with or talk to someone at the Beth Ami office to make sure everything for your event is taken care of.
- (5) 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.
- (6) 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.

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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.*

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.*

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 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: _____