

## CONGREGATION BETH AMI EVENT SET UP FORM

SUPPLIES NEEDED:

Challah

Kiddush wine/juice

Kippot in basket

Congregation V Beth Ami  Today's date:  Date of event:  Title of event:  Start and end time of event:  Time of set up:  Contact name and phone number	<ul> <li>□ Plastic spoons</li> <li>□ Plastic knives</li> <li>□ Dinner plates</li> <li>□ Dessert plates</li> <li>□ Coffee supplies</li> </ul>		
Number of people expected -adu Is a room needed for childcare:_ Will there be food at the event?	lts and children:	Dairy	— ☐ Microphone
LOCATION:  □ Sanctuary □ Social Hall □ Multipurpose Room (back of Social Hall) □ Classroom 1/2		Tables / Chairs Needed	Chairs - type & quantity
☐ Classroom 3/4 ☐ Classroom 5/6 ☐ Classroom 7/8 ☐ Classroom 12/13 ☐ Classroom 14			For office use:  A/V staff Francie

<ul><li>180 total can sit for services</li><li>150 sanctuary chairs</li><li>30 Friedman Center chairs</li></ul>	<ul> <li>18 rectangular tables w/10 chairs per tables (6 rows of 3 tables per row)</li> <li>18 round tables w/10 chairs per table</li> </ul>	<ul> <li>•36 people at 4 rectangular tables</li> <li>(2 rows of two) w/9 chairs each</li> <li>•50 people at 5 round tables</li> <li>(2 - 1 - 2) w/ 10 chairs each</li> </ul>
Bimah		
Ark		
	Coffee & Tea	

Social Hall - 180 dining

Sanctuary

**Multipurpose Room 36-50 dining** 



## **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.)