

Congregation Beth Ami Program and Event Planning Guide

This form has two purposes:

- I. It provides the office the information it needs about the event, and
- II. Informs the organizer of all of the steps that need to be addressed for a successful event.

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

- (1) Check with the office to verify that space is available on the date you choose and schedule your event.
- (2) Complete this form, return to the office within a week & include additional information on a separate sheet of paper you feel is pertinent.
- (3) 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 Chairperson will help you arrange for this, but you need to indicate on this form that you will want access to the kitchen.
- (4) If you need the courtyard gate unlocked during your event, let the office know at least one working day before the event to have the gate programmed to open and close at the end of the event.
- (5) Enjoy your program or event knowing everything will flow smoothly

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

EVENT NAME: _____ **Event Time:** _____

Person in charge: _____ Set up Time: _____

Locale: Sanctuary ____ MPR ____ Social Hall ____ Rabbi's Ofc ____ Courtyard ____ Library ____

Phone: _____ Email: _____

Areas for consideration/committee person in charge:

- 1.) Publicity (see Publicity Guidelines): _____
- 2.) Food (see Kitchen Logistics): _____
- 3.) Setup: _____
- 4.) Cleanup: _____
- 5.) Security: _____

Each area should have a committee of volunteers. Please give the list of volunteers to the office.

EVENT LOGISTICS

Setup: Use floor plan form available in the office to request staff to set up for the event.

Food and Beverages: Will food or beverages be served? (circle one) **YES NO**

If **YES**, follow the Food and Potluck Guidelines provided by the office (also available online)

Will the kitchen be needed for any reason (food prep, & cleanup, water, coffee, tea?) (Circle one) **YES NO**

If you need entry to the kitchen and you will need a mashgiach and arrangements will need to be made

(if **YES**, follow the Guidelines for Kitchen Use provided in the office (also available online))

Note: the kitchen chairperson requests at least **2 weeks' notice** to find volunteer mashgiach for scheduling.

Mashgiach assigned: _____

(Request 'kitchen logistics' form provided in the office, complete and return).

Name of Speaker: _____ or _____ N/A

Organization: _____ or _____ N/A

Honorarium: _____ or _____ N/A

AV Equipment: Circle all 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

Cleanup: There is a minimum \$50.00 fee for kitchen cleanup, payable prior to the event. Office will arrange this service. Table bussing will be the responsibility of your cleanup committee.

Follow the Cleanup Guidelines available in the office.

Security: Name of the person responsible for unlocking and locking the synagogue

_____, Greeter: _____ Guard: Yes _____ No _____

Thank you notes: follow up with a report of the success, pros and cons, costs and donations of your event to Judy Gunnar, Administrator. Results will be reviewed by the Program Committee Chair. Please send Thank you notes to your volunteers.

Sign and return to Administrator: _____ Date _____

Signature of Administrator: _____ Date _____

Call the office at (707) 360-3000 if you have any questions