

## 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

# KITCHEN EVENT LOGISTICS

EVENT NAME \_\_\_\_\_ DATE: \_\_\_\_\_

Dates/times kitchen required: \_\_\_\_\_

Name of person preparing food: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Mashgiach: \_\_\_\_\_

Back up Mashgiach if needed: \_\_\_\_\_

Names of kitchen helpers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Menu: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When will food be delivered to Beth Ami? : \_\_\_\_\_

\_\_\_\_\_

Mashgiach to check in food? \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please return completed form to Administrator prior to event

Shul  
DOORS

Planter

Planter

Tree

12/13

Knobbs  
Office

GATE

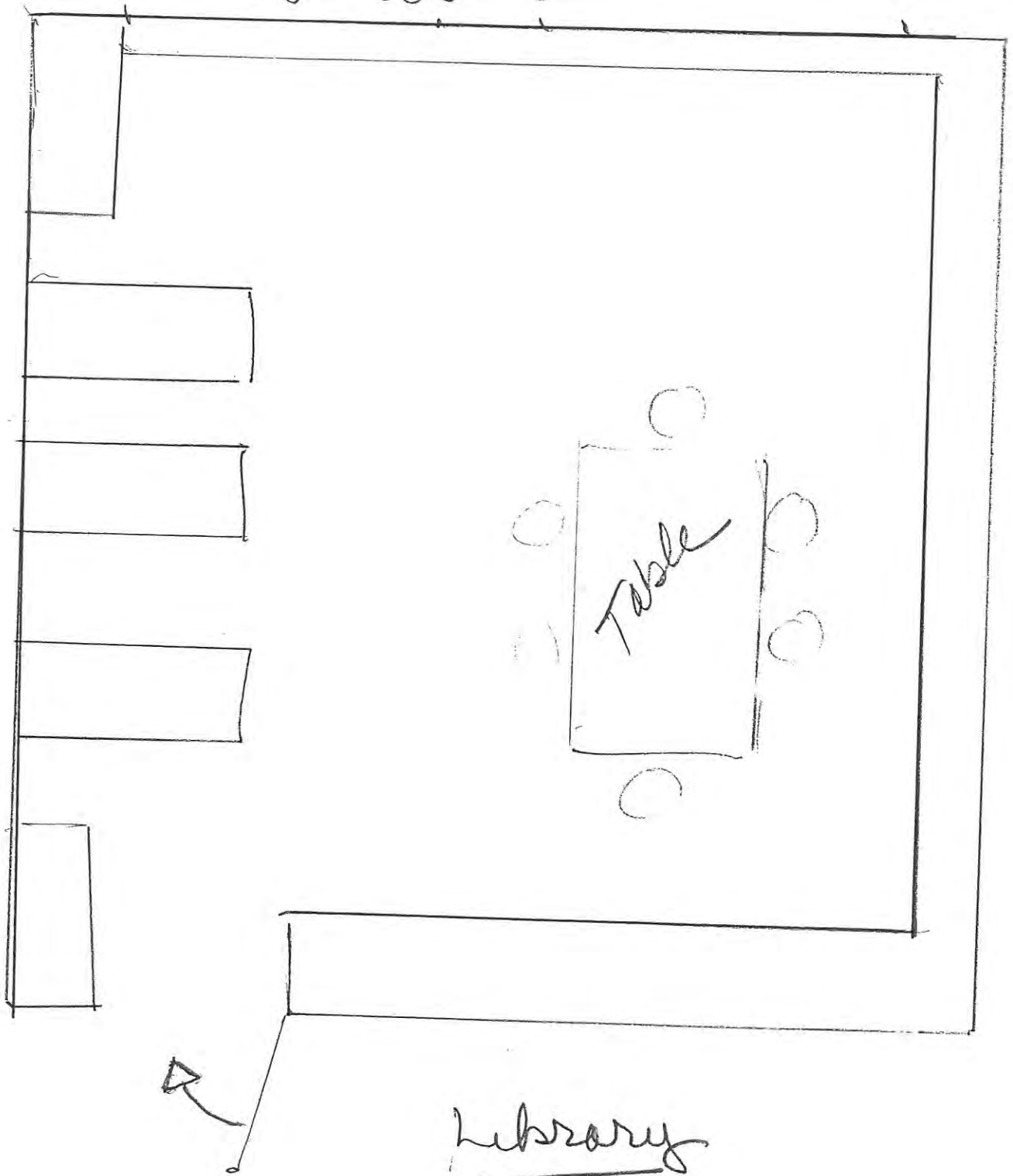
Upward

DL

RS.  
Office

COURT YARD

Windows



Library

# of chairs \_\_\_\_\_

Table Yes No

Configuration ?

**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

