

## 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 and return to the office within a week (include *any additional information on a separate piece of paper that 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) 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 \_\_\_\_\_ Library \_\_\_\_\_ Courtyard \_\_\_\_\_ Lounge \_\_\_\_\_

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:** 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 \_\_\_\_\_

Please estimate the event's attendance count. \_\_\_\_\_

If the attendance count is over 45 attendees and use of glassware is needed, there is a charge of \$25 an hour to hire a dishwasher. If a dishwasher is needed and you have not procured one, we will schedule someone one week prior. You are responsible to pay directly.

I will need a dishwasher for the event. Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of Office Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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

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