

Oseh Shalom Congregation

EVENT RESERVATION WORK ORDER REQUEST

Sponsor:	Event Name:
Time: Start: End: Ready:	Day/Date:
Expected Attendance:	Room:
Contact Person:	Phone:

TABLES & CHAIRS (please be specific)

_____ # of Chairs
 _____ # of Round Tables
 _____ # of 6 ft. Tables

Audio/Visual:

_____ Microphone _____ Screen
 _____ Podium _____ Projector (Slide)
 _____ Easel _____ VCR/TV
 _____ Chalkboard

Set-Up Diagram (specify room details):

- 1) Has the event been approved by the board?
- 2) Do I need maintenance support to open and close the building?
If so, is the event after routine maintenance hours?
[Weekly - 2PM - 10 PM. Weekends 7:30 AM- 1:30 PM]
Or \$25/hour for a minimum of 6 hours that will be
"expensed against your event".
- 3) Event Coordinator responsible for their own set-up and clean up.
- 4) Will you be using the kitchen? If so, do you know how to use the ovens, stoves, dishwasher, etc. If you are not familiar with kitchen you must arrange with a fellow congregant to assist you. (Contact Val Kaplan, Donni Larson or Rose Fishman) Will you be serving dairy or meat. Provide office with details for food to be served. Sign in on appropriate forms in kitchen on day of event.
- 5) Arrangements for opening and closing the building?? - You must arrange with board member who has authority to open and close the building or we will need to hire our maintenance staff at \$25/hour for a minimum of 6 hours.
- 6) Provide office with layout of event, at least one week prior to event.
- 7) Publicity - Must be designed by committee.
 - a. Press release if open to the public
 - b. Publicity in the Shalom
 - c. Flyer that can be enlarged and put on easel
 - d. List serve publication
 - e. Bima note publication
 - f. Administrative support needed - Please inform office at least two months in advance of event of your needs.

Will food be served?	Y	N		Caterer:		
Will kitchen be used?	Y	N	_____Meat	_____Dairy	Mashgiach? Y	N

Please inspect your set-up ½ hour prior to your event.

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ROOM/ EVENT RESERVATION

WORK ORDER REQUEST

_____ This is a change of request

_____ This is an on-going set-up

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Set-Up Diagram (specify room details):

Will food be served?	Y	N		Caterer:		
Will kitchen be used?	Y	N	_____Meat	_____Dairy	Mashgiach? Y	N

Supplies (Circle/Note quantities):

_____ Stirrers

_____ Spoons

_____ Coffee/Tea

_____ Punch

_____ Sugar/Sweetener

_____ Whitener

_____ Hot cups

_____ Cold cups

_____ Doilies

_____ Forks

_____ Knives

_____ Lg Napkins

_____ Sm Napkins

_____ Lg Plates

_____ Sm Plates

_____ Paper Tablecloth

_____ Linen Tablecloth

Other:

Please inspect your set-up ½ hour prior to your event.