### Oseh Shalom Congregation

ROOM/EVENT RESERVATION

WORK ORDER REQUEST

|  |  |
| --- | --- |
| Sponsor: Oseh Shalom | Event Name: |
| Start: End  Ready: | Day/Date: |
| Expected Attendance: | Room: |
| Contact Person: | Phone: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TABLES & CHAIRS** | |  | **Audio/Visual** | | | |
|  | Number of Student Desks (medium) |  |  | Microphone |  | VCR/TV |
|  | Number of Chairs |  |  | Screen |  | Chalkboard |
|  | Number Round Tables |  |  | Podium |  | Extension Cords. |
|  | Number 6 ft. Rectangular Tables |  |  | Projector (Slide) |  |  |

|  |  |
| --- | --- |
| Will food be served? Y N | Caterer: |
| Will kitchen be used? Y N \_\_\_\_Meat \_\_\_\_Dairy Mashgiach? Y N | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Supplies: Note Quantity Needed** | | | | | |
|  | Stirrers |  | Cold cups |  | Large Plates |
|  | Decaf Coffee/Tea |  | Spoons |  | Small Plates |
|  | Regular Coffee |  | Forks |  | Plastic Table Cover |
|  | Sweetener/Creamer |  | Knives |  | Linen Tablecloths |
|  | Non-Dairy Creamer |  | Large Napkins |  |  |
|  | Hot cups |  | Small Napkins |  |  |
|  | **Other** | | | | |

***If you want a specific setup, submit diagram below as well.***

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

Revised: October 6, 2019

Social Hall

Closets Closets

W G  
I A

N R

D A

O G

W E

S

D

O

O

R

Kitchen doors Hallway doors Atrium