### Oseh Shalom

ROOM/EVENT RESERVATION

REQUEST

**\_\_\_\_** One Time Event \_\_\_\_\_ Recurring Event

Please email mcook@oseh-shalom.org this form and how you want the event to be promoted and recorded on website calendar. Please call him at 301-498-5151 x.101 if no reply in two business days.

|  |  |
| --- | --- |
| Sponsor:  | Event Name:  |
| Start: EndReady:  | Day/Date: |
| Expected Attendance:  | Room: |
| Contact Person:  | Phone:  |

TABLES & CHAIRS (Please be specific): Set-Up Diagram (specify room details, may use backside for social hall):

\_\_\_\_\_# of Student Desks (medium)

\_\_\_\_\_# of Chairs

\_\_\_\_\_# of Round Tables

\_\_\_\_\_# of 6 ft. Tables

Audio/Visual:

\_\_\_\_\_ Microphone \_\_\_\_\_ Screen

\_\_\_\_\_Large Screen TV \_\_\_\_\_\_ Projector

\_\_\_\_\_\_ Easel \_\_\_\_\_ DVD

\_\_\_\_\_ Dry Board \_\_\_\_\_Extension Cords

|  |  |
| --- | --- |
| 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

\_\_\_\_ Sugar/Sweetener

\_\_\_\_ Creamer

\_\_\_\_ Hot cups

\_\_\_\_ Cold cups

\_\_\_\_ Forks

\_\_\_\_\_ Knives

\_\_\_\_\_ Napkins

\_\_\_\_\_ Large Plates

\_\_\_\_\_ Small Plates

\_\_\_\_\_ Tablecloth

Other:

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

Revised: November 4, 2019

Social Hall

 Closets Closets

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 Kitchen doors Hallway doors windows

Event Publicity

Please submit a minimum of 4 weeks before your event or we can’t guarantee all the publicity requested.

# Where you want your information (check

# all that apply)

Is Registration Needed? If yes, fill in below.

Is there a fee? \_\_\_\_\_\_\_\_\_\_

If so, how much? \_\_\_\_\_\_\_\_\_

Is there a registration limit? \_\_\_\_\_\_\_\_\_

Will you have a sign-up Genius? \_\_\_\_\_\_\_\_

Will food be provided? \_\_\_\_\_\_\_\_

Will attendees bring food? \_\_\_\_\_\_\_\_\_

Website \_\_\_\_\_\_\_\_

Calendar \_\_\_\_\_\_\_\_

Weekly Email \_\_\_\_\_\_\_\_

Bi-monthly Shalom \_\_\_\_\_\_\_\_

Bima Notes \_\_\_\_\_\_\_\_

Facebook \_\_\_\_\_\_\_\_

Event specific Email \_\_\_\_\_\_\_\_

(sent no more than 3 weeks before event)

# Publicity Content

Subject/Title: (no more than 30 characters)

Text: (limit to about 50 words. (Must be in third person and active voice).

 Light editing may be done for readability or size.