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| **Your Event Reservation Starts Here!*****To request your event, please complete all of the following information and turn this form in to the office. Your event will be confirmed in 5 business days.***  |
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| **Contact Information** |
| Requestor’s name |  |
| Requestor’s e-mail |  |
| Requestor’s phone number |  |
| **Event Information** |
| Description of the event |  |
| Event date |  |
| Event times |  |
| Will there be food at your event?  | (Yes or No)If Yes: Meat, Dairy, or Parve?If Yes: Is this a Potluck? |
| What room(s) will you need for your event?  |  |
| Number of people you estimate will be attending |  |
| Organization or committee responsible for this event |  |
| **Date submitting this request** |  |

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| **The following information is not required for you to include in your initial request; it can be provided after your event has been confirmed.**  |
|  |
| **Event Contact Information****(if different than the requestor noted above)** |
| Name |  |
| Email address |  |
| Phone number |  |
| **Organization Information** |
| Organization email |  |
| Organization address |  |
| **Dates and Time**  |
| Set-up date(s) and time(s) |  |
| Day of event  |  |
| Clean-up date(s) and time(s) |  |
| Notes: |  |
| **Room Set-Up** |
| Room (check all that apply)* Main Sanctuary
* Robinson Chapel
* Rosen Social Hall
* Library
* Sid’s Cafe
* Babysitting room
* Classroom
* Other:
 |  |
| Number of tables/chairs and serving areas (include layout drawing) |  |
| Table settings |  |
| Room dividers |  |
| Stage |  |
| Linens |  |
| Challah cart |  |
| Hand washing station(s) |  |
| Coffee station |  |
| Candle lighting table |  |
| Other |  |
| **Kitchen Usage** |
| **Preparation before day of event:**Date, time, kitchen supervisor, staff/volunteers |  |
| **Day of event:**Date, time, kitchen supervisor, staff/volunteers |  |
| **Clean-up:**Date, time, kitchen supervisor, staff/volunteers |  |
| Trash removal |  |
| Menu: Dairy or Meat |  |
| Complete menu |  |
| Other: |  |
| **Purchasing Food and other Items** |
| Items to be purchased |  |
| Person responsible for purchases |  |
| Items to be inspected |  |
| Person responsible for inspection |  |
| Notes: |  |
|  |  |
| **Ritual Items** |
| Shabbat |  |
| Holiday |  |
| Baby naming |  |
| Bris |  |
| B’nai mitzvah |  |
| Wedding |  |
| Other |  |
| **A/V** |
| Sound system |  |
| Lectern |  |
| Projector/screen |  |
| Other |  |
| **Print Materials** |
| Programs |  |
| Signs |  |
| Other |  |
| **Security** |
| Police (parking area/front door) |  |
| Traffic control (Kingston Pike) |  |
| Front door |  |
| Unlock building |  |
| Turn off security system |  |
| Lock building |  |
| Turn on security system |  |
| Babysitting/childcare |  |
| Other |  |
| **Fees** |
| Kitchen surcharges |  |
| Kitchen Supervisor fees |  |
| Linens, napkins, table skirts, towels, aprons* Ordered by
 |  |
| Other |  |
| **For Office Only: Checklist Items** |
| Event request received date |  |
| Event approved date |  |
| Requestor notified date |  |
| Checklist initiated |  |
| Confirmed on Heska Amuna calendar? |  |
| Confirmed on community calendar? |  |
| Pre-payment requested and received |  |
| Final reminder sent (1 month before event) |  |
| Final event plan confirmation – all set up and all menus - received (2 weeks before event) |  |
| Final invoice and payment received in full |  |
| Post-event checklist review |  |