



**OLD YORK ROAD
TEMPLE-BETH AM**

We are committed to being an inclusive congregation, welcoming and accommodating to all. Please consider accessibility when planning your event.

Dept./Committee: _____
Person in Charge: _____
Daytime Phone: _____

Date of Event: _____
Day of Week: _____
Name of Event: _____
Room Requested: _____
Starting Time: _____
Ending Time: _____
Number of People Expected: _____
If you are having any food aside from coffee/tea, who is supplying:

Meat Dairy Pareve

- Please draw a diagram of how you would like the room set up.
- Indicate quantity required of items listed below.

___ Chairs
 ___ Round Tables 60"
 ___ Round Tables 72"
 ___ Long Tables 8'
 ___ Long Tables 6'
 ___ Long Tables 5' in TBT
 ___ Microphone on Stand
 ___ Microphone + Podium
 ___ Blackboard
 ___ TV/VCR
 ___ Water Pitchers
 ___ Birkat Hamazon text
 ___ Trash Cans

Plastic ware:

___ Spoons
 ___ Knives
 ___ Forks

Plates:

___ Dinner (9")
 ___ Dessert (6")

Cups:

___ Wine/grape juice Cups
 ___ Hot Cups
 ___ Cold Cups 9 oz.
 ___ Cold Cups 5 oz.

Bowls

___ Tablecloths
 ___ Napkins
 ___ Coffee/Tea set-up
 includes sugar, sweet
 & low, and stirrers

Other Items Needed:

NOTE: Synagogue does
 NOT provide lemons,
 creamers, milk or Coffee Rich,
 plastic wrap or aluminum foil

Room Diagram and Notes

Please return to main office at least 10 days before the event or meeting. Questions or changes: contact main office staff.

8/1/14 Staff use only:

Set up done by: _____
Clean up by: _____