

Today's Date \_\_\_\_\_

# Temple Shalom



## Facilities Request Form

(Please complete both sides)

Conf. No. \_\_\_\_\_

Confirmation Sent

For Office Use Only

Phone: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Month - Date - Year

Day of Week: Su M Tu W Th F Sa

(circle applicable)

Time Event Begins/Ends: \_\_\_\_\_ to \_\_\_\_\_

( indicate a.m. or p.m.)

Set-up Time Needed Before: \_\_\_\_\_

( indicate a.m. or p.m.)

Name of Event: \_\_\_\_\_

Groups / Classes Participating: \_\_\_\_\_

Total Number Attending: \_\_\_\_\_

\_\_\_ Guests \_\_\_ Staff

Sponsoring Group: \_\_\_\_\_

Room(s) Requested: Social Hall Room 103 Shain Sanctuary Lobby Chapel Dbl Classroom

(Circle All Applicable)

Room 101 Room 202 Youth Lounge Library Sgl Classroom Patio Sukkah

Classroom(s)#: \_\_\_\_\_ Other: \_\_\_\_\_

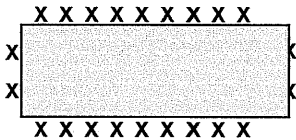
(Specify)

Setup Requirements:  Empty Room  Standard Contents of Room

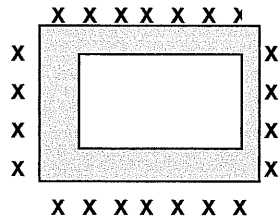
If there is a specific room set-up you would like, please indicate below:

### Setup Type Diagrams

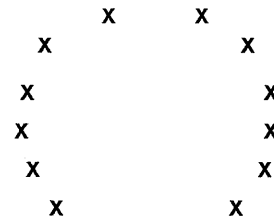
**Conference**



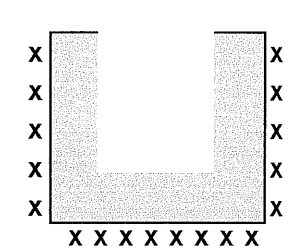
**Hollow Square**



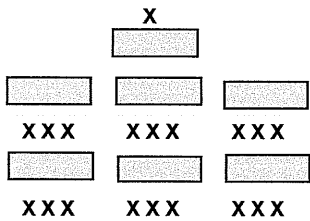
**Circle**



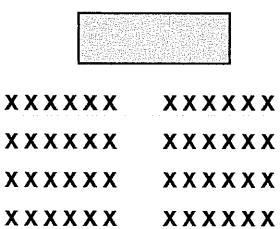
**U - Shape**



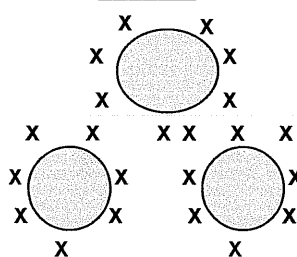
**Classroom**



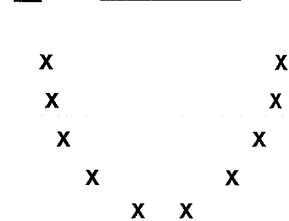
**Auditorium**



**Rounds**



**Semi-circle**



For custom setup request see reverse side and illustrate in the space provided

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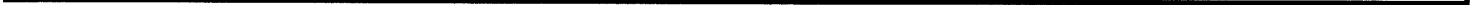
Received: \_\_\_\_\_

(Date and Signature)

Processed \_\_\_\_\_

(Date and Signature)

**Draw custom setup below:**



**Booking Details & Items Request**

(Check the required item(s) for this event and indicate quantity needed!)

**Furniture**

**Tables**

- 60" Round \_\_\_\_\_
- 4ft. Table \_\_\_\_\_
- 6ft. Table \_\_\_\_\_
- 8ft. Table \_\_\_\_\_

**Folding Chairs**

- Metal \_\_\_\_\_

**Banquet Chairs**

- Gray \_\_\_\_\_

**Table Cloths**

- White \_\_\_\_\_
- 

**Refreshments**

- Water
- 

**Coffee/Tea Setup**

- Brewed Coffee/Tea setup
- Instant Coffee/Tea setup

**Food Service**

**Plastic Cutlery**

- Forks \_\_\_\_\_
- Knives \_\_\_\_\_
- Spoons \_\_\_\_\_

**Cups**

- Hot (6 oz) \_\_\_\_\_
- Cold (7 oz) \_\_\_\_\_
- 

**Plates**

- 6 in. Small \_\_\_\_\_
- 9 in. Large \_\_\_\_\_
- Bowls (12 oz) \_\_\_\_\_

**Napkins**

- Luncheon \_\_\_\_\_
- Dinner \_\_\_\_\_

**Miscellaneous**

- Serving Platters \_\_\_\_\_
- Serving Utensils \_\_\_\_\_
- Large Bowls \_\_\_\_\_
- Medium Bowls \_\_\_\_\_
- 

**Event Food**

- Hot? \_\_\_\_\_
- Cold? \_\_\_\_\_
- Food Source? \_\_\_\_\_

**Judaica Items**

- Candlesticks \_\_\_\_\_
- Candles \_\_\_\_\_
- PB Mishkan Tefila \_\_\_\_\_
- PB Gates of Prayer \_\_\_\_\_
- Plaut Humash \_\_\_\_\_
- Etz Hayim Humash \_\_\_\_\_
- Kippot \_\_\_\_\_
- Havdallah Set \_\_\_\_\_
- Birkat HaMazon sheets \_\_\_\_\_
- Kiddush Cup \_\_\_\_\_
- Grape juice \_\_\_\_\_
- Hanukiyah \_\_\_\_\_
- Portable Huppah \_\_\_\_\_
- Torah \_\_\_\_\_
- 

**Audio Visual**

**Microphone Stand**

- Boom \_\_\_\_\_
- Table Top \_\_\_\_\_

**Miscellaneous**

- LCD Projector
- Portable screen
- Computer
- Computer w/ Internet Access
- TV/VCR \_\_\_\_\_
- TV/VCR/DVD \_\_\_\_\_
- Large Screen TV \_\_\_\_\_
- Overhead Projector \_\_\_\_\_
- CD Player \_\_\_\_\_

**Microphone (Sanctuary/Social Hall only)**

- Microphone (cordless) \_\_\_\_\_
- Microphone (lapel) \_\_\_\_\_
- Microphone (on a stand) \_\_\_\_\_
- Microphone (flat) \_\_\_\_\_

**Other**

**Boards**

- White \_\_\_\_\_

**Podiums**

- Wood \_\_\_\_\_

- 
- 

**Miscellaneous**

- Easels \_\_\_\_\_
- Trash Cans \_\_\_\_\_
- Music Stand \_\_\_\_\_
- Surge Protector \_\_\_\_\_
- Ext. Cord(s) \_\_\_\_\_
- Piano \_\_\_\_\_
- 

**Staging**

- Ptbl Bima Platform

**Brief Event Description For Website**

Empty rectangular box for event description.