

Congregation Kol Tikvah/ECC Event Request Form

This form must be completed and returned to Jill Ruddy in the Temple office at least 14 days prior to event.

Event Day & Date: _____

Name of Event: _____

Event Start Time: _____ AM PM

Event Contact: _____

Event End Time: _____ AM PM

Contact Phone Number: _____

Contact Email: _____

COMMITTEE:
(Please Check One)

ADULT EDUCATION
 COMMUNITY
 ECC
 GENERAL/OTHER _____
 LEADERSHIP
 RELIGIOUS SCHOOL/YOUTH
 SISTERHOOD/MEN'S CLUB

ROOM REQUEST:
(Please note that room choice may not be available due to prior scheduled events)

CLASSROOM
 SCHOOL LOBBY
 YOUTH LOUNGE
 KITCHEN
Classroom Number _____
 ONEG ROOM
 BALLROOM
 COCKTAIL ROOM
 LIBRARY
 SANCTUARY
 SANCTUARY LOBBY
NO FOOD OR DRINK ALLOWED IN SANCTUARY.

Please Check Off All Items Needed For Event.
of People _____

NAPKINS
 COFFEE (Complete Set-Up/Does Not Include Milk)
 LARGE PLATES
 TABLECLOTHS (Plastic/Linen)
(Linen is \$6 each; Committee responsible for purchasing plastic 72 in round and 8 ft rectangle)
 FORKS
 SMALL PLATES
 KNIVES
 CUPS
 GARBAGE CANS

INDICATE ROOM DETAILS OF SET-UP

LIGHTING NEEDED
 AUDIO/VISUAL
 DRY ERASE BOARD
 SIGNAGE
 PODIUM/MIC _____
Please explain requirements

Events will only be placed onto the website calendar after it has been approved by Manuel Mesa or Jill Ruddy.
 Office Use Only: Event/Marketing Coordinator Initials: _____ Date: _____ Entered on Calendar: _____