

# Congregation Kol Tikvah Event Request Form

6750 University Drive, Parkland, FL 33067 • 954-346-7878 • Fax: 954-346-0881

This form must be completed and returned to the Temple Office at least 7 days prior to the event

Today's Date: \_\_\_\_\_ Your Name: \_\_\_\_\_

Event Day & Date: \_\_\_\_\_

Event Set-Up Time: \_\_\_\_\_ AM/PM Event Start Time: \_\_\_\_\_ AM/PM Event End Time: \_\_\_\_\_ AM/PM

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

Chairperson: \_\_\_\_\_ Phone: \_\_\_\_\_ # People \_\_\_\_\_

## Room(s) Requested

\_\_\_ Classroom

\_\_\_ Sanctuary

\_\_\_ Oneg Room

\_\_\_ School Lobby

\_\_\_ Temple Lobby

\_\_\_ Ballroom

## Please indicate the quantity needed of the items below:

\_\_\_\_\_ Coffee (includes: stirrers, sugar, sweet-n-low, cups)

**Paper Goods:** \_\_\_\_\_ Napkins \_\_\_\_\_ Small Plates \_\_\_\_\_ Large Plates \_\_\_\_\_ Cups

**Utensils:** \_\_\_\_\_ Forks \_\_\_\_\_ Knives \_\_\_\_\_ Spoons

**Other:** \_\_\_\_\_ Plastic Cloths \_\_\_\_\_ Garbage Cans \_\_\_\_\_ Check Event at \_\_\_\_\_ AM/PM

Diagram of Room  Indicate details of set-up below:

Other Items Needed:

---

---

---

---

---

---

---

---

## Office Use Only:

Executive Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Entered on Calendar: \_\_\_\_\_