TEMPLE EMANU-EL EVENTS CHECKLIST

(to be filled out prior to event and given to Calendar Coord. for approval; she will post for Maintenanc

Today's Date: Event Day, Date & Time: Type of Event: (Ex: BOT Dinner Cte. Mtg) No. of Attendees: Caterer: Photo/Videographer Entertainment			(H) phone: phone: phone:	(W)
Florist Facilities Requirements: Rosa & Nathan Rosen Foyer Esther Katzman Social Hall Anne Jospey Sanctuary Patricia Modell Youth Room Theodore Birnkrant Garden Bride's Room Kitchen Classroom(s) & Number(s) Library Rabbi's Office Admin Office	(check)	Equipment I Podium/Micro Projector & S TV/VCR/DVI Dance Floor	Coreen Co	(number)
Beverage Requirements: Regular Coffee Decaf Coffee Tea Water Ice Punch Special Instructions:		Maintenance Housekeepin Temple Req Flatware Linens	_China _Trays/Silver Glad Napkins	
Approved by: Calendar Coordinator		Date:		