

Synagogue Programming/Event Worksheet

Executive Director 804-355-3564 ext. 104 d.timms@bethelrichmond.org

Name and/or Descrip	tion of Event	
Person planning even	t	Email
Best two phone numb	ers to reach you	<i></i>
Date(s) of Event		
Start time	End time	Minimum no. of attendees expected
Is event open to: Con	gregation □ Public □ Spec	cific Group
Objective Temple	Beth-El's purpose is "to lead peo	ple into growing relationships with Jewish community, wis-
dom, and practice the	at help them thrive intellectually	, emotionally, and spiritually and that inspire them to build
a more compassionat	e, just, and peaceful world." Plea	ase take a moment to reflect upon how your event furthers our
purpose, and briefly c	lescribe your reasoning here:	
Location/Room	Circle all that apply	
☐ Temple - 3330 Grove	e Ave. : Social Hall / Kiddush Room	/ Main Sanctuary / Okun Chapel / Patio / Kitchen / Other
•	nam Rd.: Chapel / Multi-Purpose Ro	•
Person/Company resp	ponsible for food:	Phone
Person/Company resp	ponsible for supplies:	Phone
Delivery day/time		Preparation day/time
Will you be serving (p	please check one): Beer/Wine □	Liquor □ No Alcohol □
Is this event run by a	committee? No □ Yes □ Name	of Committee if any
	members/phone numbers:	·
	1	/
	/	
Publicity Your ever	nt will be automatically added to the	Temple calendar and website, and, at least 2 weeks in advancethe
Good Shabbos E-news a	and Shabbat Handout. Optional: Do	you want a flyer created by the office? Yes \square No \square
RSVP (if any) name 8	contact info	RSVP by what date?

Security Some events require the hiring of security. If your event is in the evening and in conjunction with a Temple service, then security is included. Otherwise, you may be responsible for security, and the Executive Director will contact you.

Set-up: for Grove Avenue Only If the event is at our Grove Ave. location, please fill out this set best to have your room(s) set up in advance. Events at Parham and off-site will need to be set up by your come. Number of chairs Number of tables for sitting 8 at a table □ or 9 at a Number of serving tables Table toppers? If so, color? Do you need linens? No □ Yes □ Linens are ordered from Virginia Linens and cost \$5-7 per table, dependence of the color: navy blue □ light blue □ white □ red □ yellow □ forest green □ If your event will be in the Social Hall, please use diagram below to illustrate how you would light the colors.	table cending on color and size. cream pink
Social Hall Set-up	
Stage	
Roseneath Door	Hallway to Elevator
Doors Doors	
Finances	
Will money be involved for event? Yes \square No \square	
If yes, will the TBE office be required to collect money? Yes \square $\:\:$ No \square	
If yes, what is the fee structure?	
☐ Ticket Sales, prices as follows:	
□ Donations notes: Donations notes: □ Donations Donations	
Responsible party for paying linen expense (if any): TBE □ Other □	