



TBS COMMITTEES MAINTENANCE INSTRUCTIONS & EVENTS FORM

Name of Event _____

Date of Event _____

Kiddush Coordinator _____

Coordinator's phone # _____

Please check Room(s) Requested: _____ Shulman Kiddush Room and/or _____ Peterson Auditorium

Time of Event _____ AM/PM Time Event Expected to End _____ AM/PM

Total number of guests attending religious services: _____

Check # of Guests Attending Kiddush:

__ 1-50

__ 51-99

__ 100-149

__ 150-199

__ 200-235

PLEASE BE AWARE OF THE FOLLOWING INFORMATION REGARDING YOUR EVENT:

- FOR FUNCTIONS IN EXCESS OF 50 PEOPLE BILLY REQUIRES ADDITIONAL HELP AS FOLLOWS:
51-99 attendees -> 1 (one) additional assistant 100-149 attendees -> 2 (two) additional assistants
Over 150-199 attendees -> 3 (three) additional assistants 200-235 -> 4 (four) additional assistants
- BILLY'S COMPENSATION IS PAID FOR BY TBS; HOWEVER THE COST OF ADDITIONAL ASSISTANTS (CURRENTLY \$150 PER PERSON) IS THE RESPONSIBILITY OF THE COMMITTEE. FOR COMMITTEES OTHER THAN SISTERHOOD AND MEN'S CLUB PLEASE REQUEST A CHECK FROM THE OFFICE AT LEAST ONE WEEK PRIOR TO YOUR EVENT. SISTERHOOD AND MEN'S CLUB MUST GIVE BILLY THEIR CHECK AT LEAST ONE WEEK PRIOR TO THE EVENT, SO THAT HE CAN GIVE IT TO HIS ASSISTANTS.
- IF YOUR COMMITTEE IS NOT USING BILLY'S SUPPLIED ASSISTANTS THEN PLEASE INDICATE ON THE REVERSE SIDE OF THIS FORM WHO WILL BE ASSIGNED TO SETUP/SERVING/CLEANUP AND BREAKDOWN OF YOUR EVENT.
- ALL FOOD AND BEVERAGES BROUGHT INTO THE TEMPLE MUST BE CERTIFIED KOSHER.

This completed form must be returned to the attention of your Kiddush coordinator at least four weeks prior to your event.

Temple Beth Shalom

760 Route 6

Mahopac, New York 10541

Thank you!

Submitted by _____

Phone # _____

Date _____

For Office Use Only:

Kiddush Coordinator Confirmed _____ Date Cleared with Rabbi (if religious) _____

Date form sent to Member _____ Date form received by office staff _____

Custodian available _____ Time Custodian needed _____ Extra help provided by: _____

Other: _____

EVENT CHECKLIST

Please check if you wish Temple Beth Shalom to supply the following items:

- _____ Beverage/Coffee/Tea set-up (Urns, Hot Water, sweeteners, sugar, stirrers, etc)
- _____ Standard paper cups, plates, napkins and plastic ware.
- _____ Birkat Hamazon Books
- _____ Tables (Round and Long)
- _____ Candles and Candle Holders
- _____ Chalk/Dry Erase Board
- _____ Easel
- _____ Havdalah Set
- _____ Microphone
- _____ Music Stands
- _____ Tables: Round _____ Long 6' _____ Long 7' _____
- _____ TV/VCR
- _____ Other

Please give a detailed description for tab/chair layout if necessary