



Temple Rodef Shalom

Room Reservation Set-Up

Date Submitted _____

PROGRAM _____
DAY _____ DATE _____
LOCATION _____

New Set Up
 These dates only
 Permanent (file)
 Changes as indicated

SET UP BY _____ START TIME _____ END TIME _____
Ongoing Event Weekly Monthly
Staff Coordinator: _____
Requested By: _____ Phone () _____ - _____

Equipment Needed (ea)

TABLES/CHAIRS

Rectangular Tables

4' _____
6' _____
8' _____

Round Tables

4' _____
5' _____
6' _____

5 Sided Candle Table _____
Card Table _____
of Chairs _____

CATERING

Beverage Set Up
Hot Cold w/ bowl of ice
Paper & Plastic
Appetizer (sm napkins)
Meal (lg napkins)
Dessert (sm napkins)
Extra Trash Cans
Name Tags/
Basket/Markers
Paper Table Cloths
Cloth Table Cloths
Lattice
Other _____

MISCELLANEOUS

Chalkboard/Chalk
White Board w/ Markers
Brass Easel
Flip Chart/Thick Markers
Other _____

AV/MUSICAL

Guitar Pick Up-Wireless
Guitar Pick Up- w/ Cord
Hand Held Mic- Wireless
Mic-w/ Cord (Red XLR) & floor stand
Mic-w/ Cord (Red XLR) & table top stand
Mics
Vocal (Red)
Instrument (Yellow)
Choral (White)
Amps
Harbinger
Roland Small Cube
Roland Large
Working Pro Bass Amp
Lavalier Mic (Lapel)
Headset Mic (Wireless)
Bose System w/bass unit
Crate Amp w/ mic
Monitors (Yellow cords)
Music Stands
Guitar Stands
Kawai Digital Piano
Roland Digital Piano
w/ sm.amp lg. amp
Baby Grand Digital Piano
Podium w/ mic and amp
CD Player
TV/VCR
TV/DVD
Other _____

Color: _____
Special Programs
Name: _____
Color: _____

SERVICE NEEDS (cont'd)

Plug Bar
Extension Cord
Large Screen/Projector (#1)
Small Screen/Projector (#2)
Stage Pieces (each section 3x6 feet)
High (24 inches)
Medium (16 inches)
Low (8 inches) for riser setup only
Black Box Steps
Other _____

SERVICE NEEDS

Havdalah Set (wine cup, braided candle, spice box)
Shabbat Candles, Wine, Matches
Large Portable Ark
Small Portable Ark
Podium (no sound)
Prayer Books
Name: _____

