

# Requesting Events\*

We want to assist you in hosting a successful program. Please follow the following timeline to ensure proper calendaring, communications and logistical support for your event.

## Two Months Before Proposed Date

Discuss in Committee program/event idea and obtain approval from staff/clergy liaison.

Complete Event  
Request Form



### Confirm Event Details

Confirm details with Nathan Smuckler as they are determined.

This will include:

Calendar Entry  
Communications  
Room Set Up

Program Space Reservation  
Audio Visual/Streaming  
Food and Beverage

## One Month Before Event Date

Work with committee chair to order books, supplies, print materials, etc.

Finalize arrangements for speaker (if necessary)  
(honorarium check request, streaming permissions, etc.)

Work with Nathan to finalize event details, request supplies, confirm food and beverage, set-up, audio visual, etc.

**\*Due to COVID-19 please check our website for the current guidance**

[www.templerodefshalom.org/programming/](http://www.templerodefshalom.org/programming/)