



**Program Requisition**

Program Sponsor / Committee: \_\_\_\_\_

Requested by: \_\_\_\_\_ Today's date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ to \_\_\_\_\_ Number expected: \_\_\_\_\_

Cleared in Master Synagogue Calendar? yes \_\_\_\_\_ no \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

Furniture: (describe the lay out of the room, if necessary draw on the back)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check the materials you need:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> microphone (# )       | <input type="checkbox"/> table cloths (coverings) | <input type="checkbox"/> Shabbat candles in front<br>with matches  |
| <input type="checkbox"/> podium                | <input type="checkbox"/> coffee/mugs              | <input type="checkbox"/> Shabbat candles on tables<br>with matches |
| <input type="checkbox"/> easel, paper, marker  | <input type="checkbox"/> water/glasses            | <input type="checkbox"/> Kiddush cup in front                      |
| <input type="checkbox"/> DVD/projector         | <input type="checkbox"/> plates                   | <input type="checkbox"/> small cups of grape juice                 |
| <input type="checkbox"/> large white screen    | <input type="checkbox"/> spoons                   | <input type="checkbox"/> prayer books                              |
| <input type="checkbox"/> piano                 | <input type="checkbox"/> forks                    | <input type="checkbox"/> havdalah set                              |
| <input type="checkbox"/> KI Banner             | <input type="checkbox"/> knives                   | <input type="checkbox"/> plate for challah                         |
| <input type="checkbox"/> Photo Backdrop        | <input type="checkbox"/> napkins                  | (If you need clergy please<br>schedule with the clergy office)     |
| <input type="checkbox"/> Flags (US/Israeli)    | <input type="checkbox"/> cups                     |  |
| <input type="checkbox"/> Other: _____<br>_____ | <input type="checkbox"/> serving spoons/tongs     |  |

Instructions for after the event: \_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_