



TEMPLE BETH ABRAHAM

25 LEROY AVE, TARRYTOWN NY 10591 (914) 631-1770 TBA-NY.ORG

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 Margot E.B. Goldberg, *Cantor Emerita*

Event Set Up Form

Date of Event(s) _____

Start Time _____ am / pm End Time _____ am / pm

Type of Event _____

Requested By: _____

Phone: () _____ Email: _____

Temple Beth Abraham Facility(ies) Requested:

- Reform Sanctuary (maximum occupancy)
 Seating capacity-pews only (closed doors): 150
 to 1st curtain (chairs in rows): +84
 incl. chairs in social hall: +300
 incl. chairs in social hall and cocktail area: +80
- Conservative Sanctuary (maximum occupancy)
 seating capacity-pews only: 85
 with chairs on upper level: +24
 with chairs and table(s) on upper level: +16
 (approx.)
- Social Hall (maximum occupancy)
 Tables and chairs: 225 (approx.)
 Chairs only: 483
- Cocktail Area (maximum occupancy)
 Tables and chairs: 36 (approx.)
 Chairs only: 73

- Learning Center
 Seating capacity (chairs only): 30
 Seating capacity (tables and chairs): 16
- Michael Karnes Conference Center
 Seating capacity (chairs only): 48
 Seating capacity (tables and chairs): 24
- Library maximum occupancy: 15
- Classroom (Note - 10 available-capacity varies)
- Use of Kitchen

NATBA(Not at TBA) – Please state location: _____

Tables and Chairs

(Exclusive of Learning Center and MKCC which have tables and chairs for use in those areas ONLY):

	60" Round	72" Round	8ft Table (30")	8ft Table (36")	4ft Table (24")	High- top Table	Card Table
Number Available	5	12	12	9	8	3	6
# of Tables							
# of Chairs per table							

Number of People Expected: Adults _____ Children _____

Food and Beverages

Will there be food served? (*please circle one*) Yes / No

Meat (*must be kosher*) _____ Dairy _____ Oven Needed? _____

Name of Caterer or Volunteers, if applicable _____

Phone Number of Food Supplier () _____

Who will order/pick up food/beverages: _____

Who will put out/clean up food/beverages: _____

Who will supervise/monitor the event? _____

Day(s) for Kitchen Use: _____

Food Service Items Requested:

- | | |
|--|--|
| <input type="checkbox"/> Tablecloths (paper):
<i>Please circle one: white or blue</i> | <input type="checkbox"/> Challah Baskets |
| <input type="checkbox"/> Large Plates – (paper, disposable) | <input type="checkbox"/> Shot Glasses |
| <input type="checkbox"/> Salad Bowls – (paper, disposable) | <input type="checkbox"/> Ice |
| <input type="checkbox"/> Dessert Plates – (paper, disposable) | <input type="checkbox"/> Coffee Service-Regular AND Decaf, Tea
<i>(Hot Cups, Coffee, Hot Water in Urns)</i> |
| <input type="checkbox"/> Serving Utensils (plastic) | <input type="checkbox"/> Milk Pitchers (TBA Does NOT Supply Milk) |
| <input type="checkbox"/> Napkins (paper) | <input type="checkbox"/> Non-Dairy (parve) Creamer |
| <input type="checkbox"/> Utensils (plastic, disposable) | <input type="checkbox"/> Sugar/Sweet-n-Low |
| <input type="checkbox"/> Serving trays w/paper doilies | |
| <input type="checkbox"/> Water/ Cups | |

Presentation Needs:

- | | |
|---|--|
| <input type="checkbox"/> Handouts (we will make ____ copies of material
you provide) | <input type="checkbox"/> A/V Cart |
| <input type="checkbox"/> Podium | <input type="checkbox"/> Extension Cord |
| <input type="checkbox"/> Microphone (on stand/overhead – 4) | <input type="checkbox"/> Laptop Computer w/Internet and “S” Drive Access |
| <input type="checkbox"/> Wireless Mic (handheld – 3) | <input type="checkbox"/> Laptop with Internet Access ONLY |
| <input type="checkbox"/> Easel | <input type="checkbox"/> Laptop Computer, no internet access needed. |
| <input type="checkbox"/> Flip Chart and Markers (<i>Sharpies</i>) | <input type="checkbox"/> Clicker (for laptop computer) |
| <input type="checkbox"/> TV – <i>Please circle one: 42” or 60”</i> | <input type="checkbox"/> Hybrid Meeting/OWL (Zoom login required):
(please circle one) Yes / No |
| <input type="checkbox"/> Computer Projector | <input type="checkbox"/> Cash Box |
| <input type="checkbox"/> Screens:
Freestanding screen | <input type="checkbox"/> Nametags/ Markers |
| Retractable screen in Social Hall | |
| Retractable screens in Sanctuary | |

If you will show any video presentations, please ensure that you provide TBA with the appropriate material, either by email or on a flash drive, at least four business days prior to the event.

If you wish to have TBA do any publicity for you, please email tbaoffice@tba-n-y.org any materials (e.g., handouts, registration forms (this may be a hyperlink), flyers, QR code, bit.ly links, PowerPoint or Google slides, etc.) We are also happy to help you create any necessary items.

Ritual Objects

- Siddurim* (Prayer Books) - Please select:
 - Mishkan T'filah* (Reform) or
 - Sim Shalom* (Conservative)
- Chumashim* (Torahs)
- Shabbat Candles and Matches
- Kiddush Cup with Grape Juice
- Washing Station(s) (*Wash, Pitchers, Bowls, Towels, Garbage Cans*)
- Challah set up: (Challah tray, challah cover and challah knife) *
- Bentchers* (Booklets with blessings after meals)
- Basket of *Kippot*
- Tallit* Rack
- Havdallah Set(s)* (*Grape Juice, Spice Box, Havdallah Candles, Matches*)
- Service Booklets: # of copies requested _____ (you provide content)
- Song Sheets: # of copies requested _____ (you provide content)

***PLEASE LET US KNOW IF WE NEED TO ORDER A CHALLAH or CHALLOT (and how many)**
(Organizer will be charged for challah/challot at cost)

NOTES/Additional information you wish to provide:

Please provide an illustration of the table and chair set up you would like on the reverse side of this page.

FOR TBA OFFICE USE ONLY

Date Submitted: _____

Who will open building? _____

Who will close building? _____

Calendar marked (for public TBA events): () Yes () No

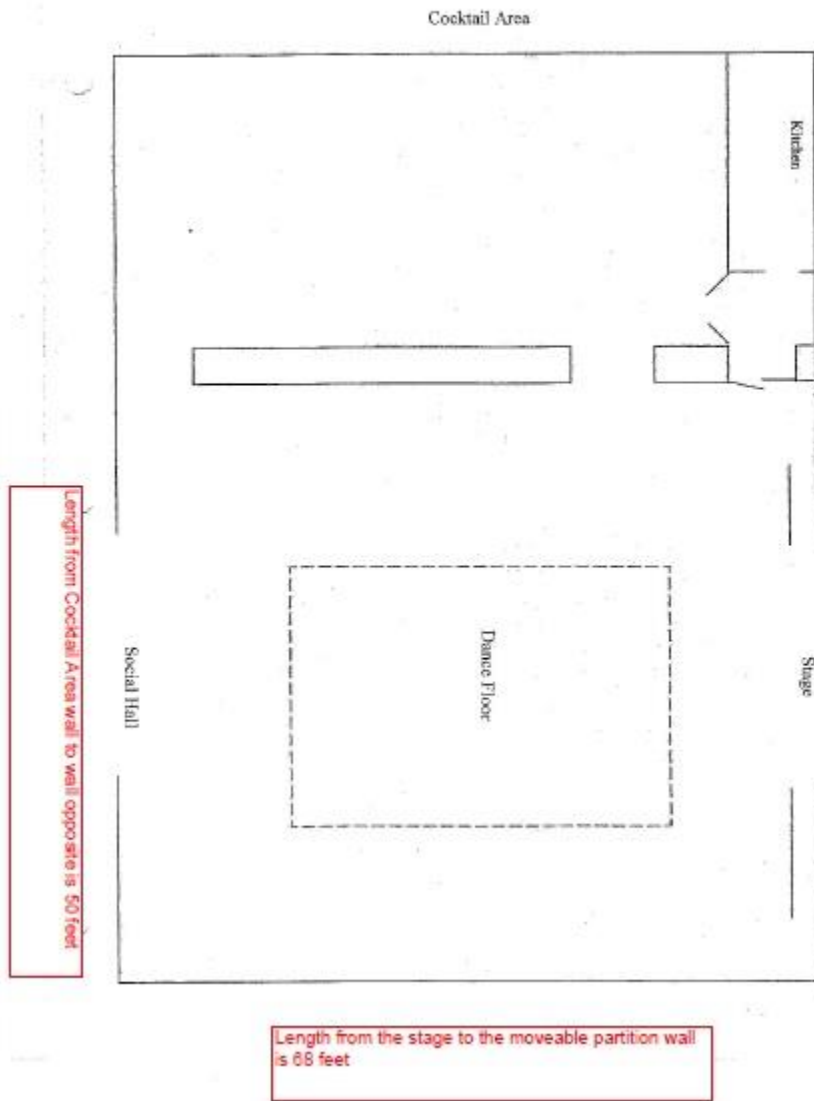
Bulletin/Additional Publicity Arranged (for public TBA events): () Yes () No

Date: _____

Approved By _____

Added to Calendar _____

Social Hall and Cocktail Area:



Draw your set up for other rooms/areas below: