Kehillat Israel Event Planning Form

Name of event: _____ Date of event: _____

Start time: _____ End time: _____

If this date replaces another scheduled date, what was original date? _____

Contact person from KI: _____ _____ _____
(Name) (Phone) (Email)

Contact person from Another Organization: _____ _____
(Name) (Phone) (Email)

Cost to Individuals: _____

Rent to Kehillat Israel: _____

If this event is connected with a religious holiday, which one? _____

Has date been cleared with the Office/KI Webmaster? ☐ Y ☐ N

Short Description or Purpose of Event: _____
(A longer description can be attached as a separate page)

Event sponsor (Committee, KIRS, rabbi, etc.) _____

List other committees and individuals involved (Include name and email address):

_____ _____

If food is involved, who (individual or group) is in charge of food? _____
(Only dairy and vegetarian food allowed in Kehillat Israel building)

If there is a charge for food, have you included a 3% donation to Mazon? ☐ Yes

Is this a ☐ potluck ☐ RSVP? If RSVP, who will receive the RSVPs? _____

Will childcare be provided? ☐ Y ☐ N If Y, starting and ending times _____

Who will write the announcement for the email or newsletter? _____

Who (individual(s) or committee) will arrange for the following:

Opening the building _____ Set-up _____

Clean-up _____ Lock-up _____

Please submit this form to Lori by email, U.S. mail, or in person, *at least* 3 weeks before the event will take place. A partial submission is required even if the form is not yet complete so Lori can answer questions that arise, but please submit missing information as soon as possible.

_____ _____
Submitted by Date (Copies sent to other committees and people involved in this event)

_____
KI Executive Board Approval Date

06/03/09