

Kehilla Community Synagogue
Event Request Form

PROCESS FOR APPROVING YOUR EVENT REQUEST

In order to process your request, please submit this completed form to:

Barbara Oldershaw, Program Coordinator
Kehilla Community Synagogue, 1300 Grand Ave., Piedmont, CA 94610
e-mail: Barbara@KehillaSynagogue.org
phone: 510-547-2424, x 106 fax: 510-547-2442

Why this Event Request Form?

Our goal is to ensure we have the required resources (time, space, and people) to adequately support your event. Our event staff meets once weekly to review these forms, and then request input from relevant committees.

- *Upon receipt of this form, Barbara will place a temporary hold on the dates/spaces being requested.*
- *Please note that it may take up to 3 weeks for final approval, depending on the nature of your event.*

CONTACT & EVENT INFO

(must be completed in order to process your request):

Your name: _____

Best contact information (phone, mail, or e-mail): _____

Event name & description: _____

Preferred date: _____ Start time: _____ End time: _____

Back-up date: _____ Start time: _____ End time: _____

Preferred space(s) at the Grand Shul: _____

of people expected: _____

- Please check here if this is an on-going (regularly occurring) Kehilla Committee meeting.

PEOPLE NEEDED FOR THIS EVENT:

Who will open the building? _____

Who will close the building? _____

Who will be the door greeter during the event? (This role is important for security purposes.)

RESOURCES NEEDED FOR YOUR EVENT

Help us support your event by providing as much detail as possible. Our goal is to have the event set up exactly as you have requested, but given our limited resources of furniture and staff time, that may not always be possible. Thank you in advance for your compassion and understanding.

<i>Here is a list of typical support needs for an event. Please use check-marks to indicate which of these tasks you will take on as the event host, and which you will need to help to complete:</i>	I can do this:	Help needed:	Does not apply:
Set up of furniture: - How many tables? (round or rectangular) _____ - How many chairs? _____ - Configuration for tables & chairs: _____			
Basic clean up (tables & chairs returned to how you found them, trash collected into trash cans, etc)			
Set-up of sound equipment			
Volunteer recruitment			
Food and/or beverages			

If catered, caterer name & contact info:

ADDITIONAL RESOURCES

Let us know if you will need any of these resources for your event:

- Spiritual Leader / Musical Prayer Leader / Rabbi
 - Other staff assistance
 - Money (for: _____)
 - Use of Kitchen
 - Is your event noise-sensitive in a way that might impact adjacent meeting areas?
 - Will your event include activities that require silence and/privacy?
 - Will your event generate noise that would impact something happening in the building or the neighborhood?
 - Estimated number of cars coming to this event: _____
 - Access to other equipment or furniture: _____
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PUBLICITY

Kehilla has some standard ways of publicizing events. Please indicate which of these types of publicity you would like for your event. Note that in each case, you will need to provide sufficient information at the appropriate deadlines in order to receive this publicity.

Please publicize our event in the following channels:

- Weekly e-mail (deadline = Friday morning of the week prior)
- Calendar listing in Kol Kehilla*
- "Boxed" announcement in Kol Kehilla*
- Event flyer (Kehilla staff may be able to help with this)
- Posting on Kehilla website
- Posting on relevant websites (such as Planit Jewish)

* The Kol Kehilla deadline is the 10th of the month preceding issue date. Please note that some double-issues mean the deadline is one month sooner.

When your event is confirmed, you will receive additional information about the details needed to effectively publicize your event.

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HOW DOES YOUR EVENT FIT IN TO THE KEHILLA COMMUNITY?

Use this page to let us know to whom you have already spoken about this event, and anyone you think might want to know about this event before it gets final approval.

One important part of this process is to ensure that all relevant parties are on the same page about this event or program. Since many of our committees have overlapping interests, it will help us to know which groups at Kehilla have already “signed on” to this event, and which groups still need to be notified that this event is under consideration. Therefore please check as many as apply on the following list.

The likelihood of your event being approved will increase
if you already have buy-in from relevant parties.

	<u>Already consulted about this event:</u>	<u>Have agreed to co-host:</u>	<u>They should also be in the loop:</u>
Rabbi Burt			
Rabbi David			
Executive Director			
Program Coordinator			
School Rosh			
Bar/Bat Mitzvah Director			
Musical Director			
Board of Directors			
KEHILLA COMMITTEES:			
Adult Education Committee			
Anti-Death Penalty Action Group			
Bar/Bat Mitzvah Committee			
Bikkor Cholim (Caring Committee)			
Chanting Group			
Chevra Kadisha (Holy Burial Society)			
Committee Against Abuse			
Economic Justice Committee			
Finance Committee			
Fundraising Committee			
Interfaith Spiritual Peacebuilding Group			
Middle East Committee			
Personnel Committee			
Spiritual Life Practices Committee			
Tikkun Olam Coordinating Committee			
Youth Education Committee			