

Temple Beth Miriam Work Order

Date Submitted:

Person requesting work order:

Phone number:

EVENT NAME: _____

EVENT DATE: _____ **EVENT START TIME:** _____ **EVENT END TIME:** _____

FACILITIES STAFF ASSISTANCE REQUESTED? (circle one) YES NO

Time staff should arrive for event? _____ (Staff stays until your last guest leaves)

Number of adults? _____ **Number of children?** _____

If you answered YES, please answer the following questions:

1. Is this event being catered from an outside vendor? If yes, will the food arrive hot or cold?
Buffet or sit down? Table setting requirements?

2. Is TBM catering the event? If so, please give specific instructions regarding shopping, cooking and food preparation: (please attach shopping list, if applicable):

3. Will facilities staff need to set up and/or breakdown? Tables/Chairs/Other heavy lifting?

4. Will you require a dance floor to be installed? (circle one) YES NO
If YES, what size? _____

5. Are you bringing your own table settings/silverware/table cloths? If you are using ours, how many of each is needed?

SPECIAL INSTRUCTIONS:

Diagram of the room as you'd like it set up for the event: (use a separate sheet of paper if needed)

IMPORTANT NOTES:

- Temple Beth Miriam does NOT allow shellfish or pork in the temple for any event.
- If you have a bar or any liquor at your event, the table(s) MUST be monitored by a bartender or adult at all times.

