



B'NAI JEHOASHUA BETH ELOHIM
where *community* matters

Set-up form

Due 14 days prior to event

Event name _____ Date _____

Event contact _____ Day-of contact _____

Event start time _____ Event end time _____

Set-up time requested _____ Time to lock/relock doors _____

Location(s) _____

Table & seating (please enter quantity requested): *Additional charges may apply*

_____ 60" round tables (seats 8-9) (48 available) _____ 66" round tables (seats 10) (6 available)

_____ 72" round tables (seats 11) (4 available) _____ 8' buffet tables (for buffet use only)

_____ High chairs

Food requests:

Will food be served? ☐ Yes ☐ No

Caterer _____

Wait staff provided? ☐ Yes ☐ No

Delivery date/time _____

Coffee service requested (includes coffee, decaf, tea, & water)? ☐ Yes ☐ No

Plastic requested ☐ Yes ☐ No

China Requested ☐ Yes ☐ No

Other special requests: _____

Other requests:

☐ Stand microphone(s) ☐ Wireless microphone(s) ☐ Projector ☐ TV

☐ Easel ☐ White board ☐ Shabbat Set ☐ Havdalah Set

Please return to Erica Stone at estone@bjbe.org. Any questions, please call or email Erica at estone@bjbe.org or 847.940.7575

[Click here to submit form](#)

For office use only

Date form submitted _____ Fee _____ _____ LB _____ MB _____ ES _____ AR _____ SS