

Conference Room, 2nd Floor

SET UP INFORMATION

Contact Information

Your Name: _____

E-mail: _____

Phone #: _____

Event Information

Event Name: _____

Date: _____

Time: _____

Furniture Needed (Please write in number needed)

6 foot tables:

Black Chairs

4 foot square tables

Couch Chairs

End Tables

Conference Chairs

8 foot round tables

Paper goods

Table Cloths:

Dinner Plates:

Dessert Plates

Napkins:

Forks

Spoon

Knives:

Chafing Dishes:

(Please write in number needed. NOTE: charges may apply for outside groups.)

Audio/Visual needs

Projector

DVD Player

Microphone

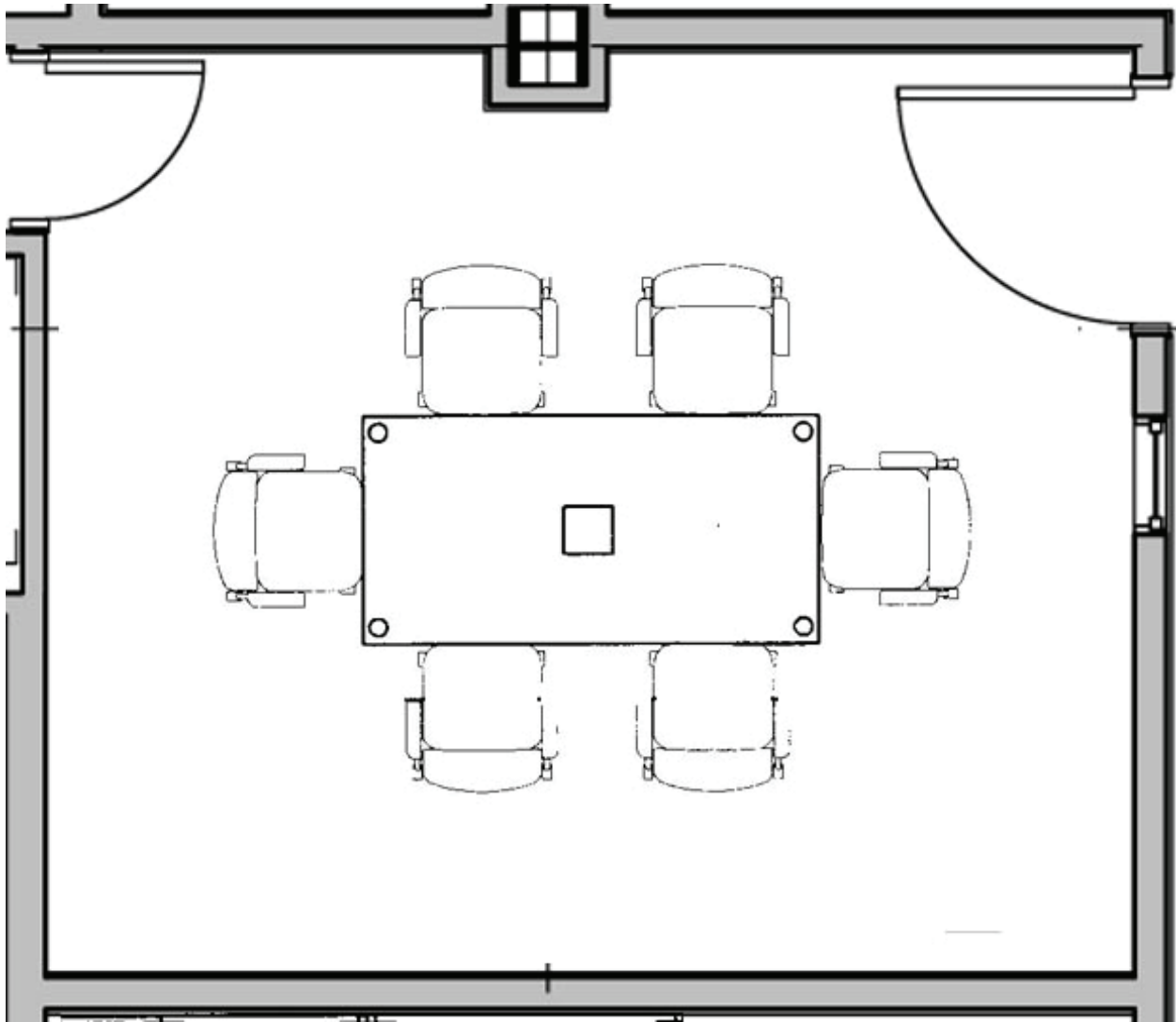
Podium

(Please check if needed. NOTE: While Hillel staff can train you how to operate our equipment, they can not be on hand to do so for events.)

Notes / Other needs

Please fill out and fax to 215-777-9790, e-mail to jferst@templehillel.com or drop at 1441 Norris.

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**Please draw out how you would like this space set up.
Please be as detailed as possible and only use the
number of items you listed on the first page.**

NOTE: The table can be moved, but must stay in the room.