

Judaic Reading 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

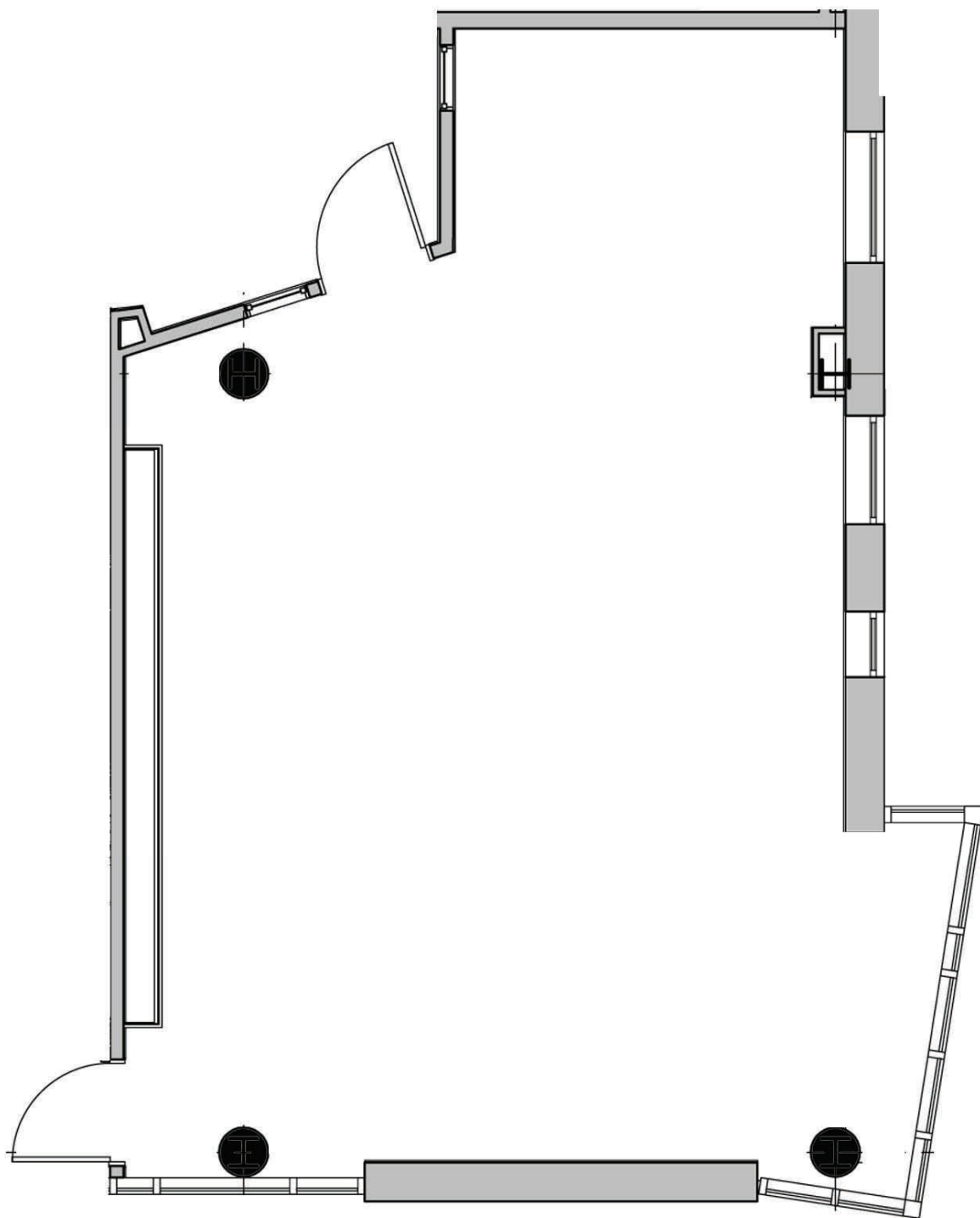
(Please check if needed. NOTE: While Hillel staff can train you how to operate our equipment, they can not be on hand to do so for events.)

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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SET UP INFORMATION



Please draw out how you would like the room set up.

Please be as detailed as possible and only use the number of items you listed on the first page.

NOTE: This room has an Ark couch that must remain in it, but can be covered by a curtain.