

Lachs Adler Engagement Center, 1st 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

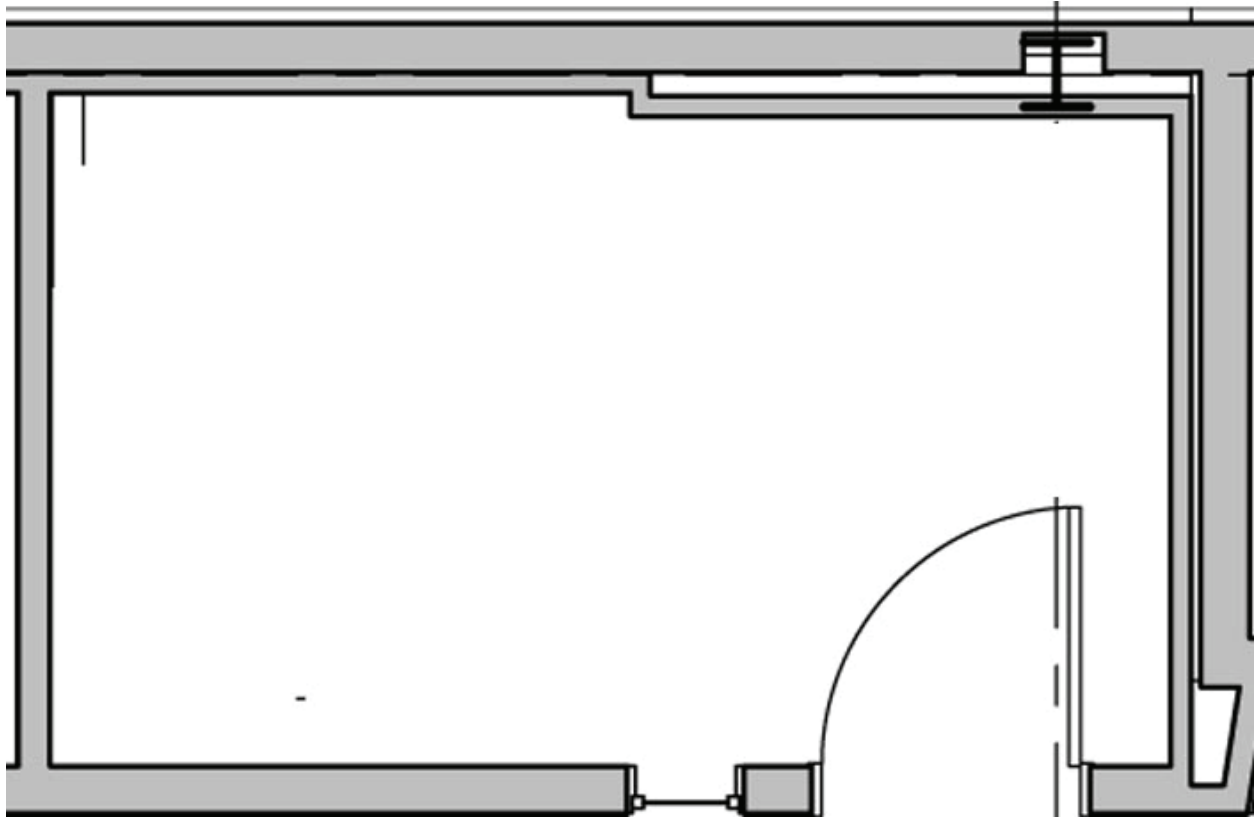
Podium

(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 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 a table and file cabinet that must remain in it.