

# Simonson Activities Center, 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

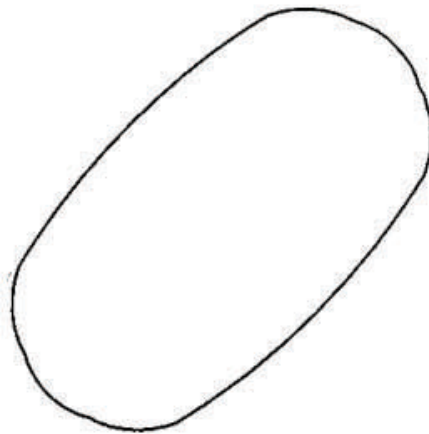
(Please check if needed. NOTE: While Hillel staff can train you how to operate our equipment, they can not be on hand to do so for events.)

### Notes / Other needs

Please fill out and fax to 215-777-9790, e-mail to [jferst@templehillel.com](mailto: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: This is a public space and can not be closed off. The table can be moved.**