

EVENT SETUP FORM

Completed Forms need to be returned at least 1 week prior to the event

- Complete Front & Back Sides
- ADD Event to Online Calendar
- Turn form into Beth Romano

Official Use Only

Setup On: ___/___/___

Setup By: ___:___ am/pm

Today's Date: ___/___/___

Date of Event: _____ / ___/___
Day of week

Event Time Schedule: ___:___ am/pm To: ___:___ am/pm
Start Time End Time

Event Name: _____

Contact Person: _____

Phone Number: _____

Room(s) needed (circle)

Mary Sachs Spector Henry Miller Rotunda

JCC Conference Room UJC Conference Room

Wolfson ECD Multi-Purpose Room Gym Pool

Estimated Number of People: _____

Setup needed (circle):

YES by: ___ / ___ / ___ : ___ am/pm- COMPLETE BACKSIDE
Day Date Time

NO

Audio or Video Needed (circle):

YES

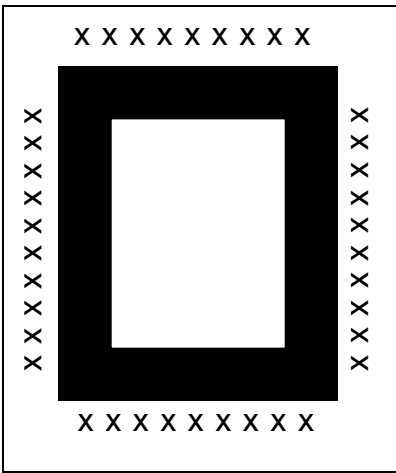
Description _____

NO

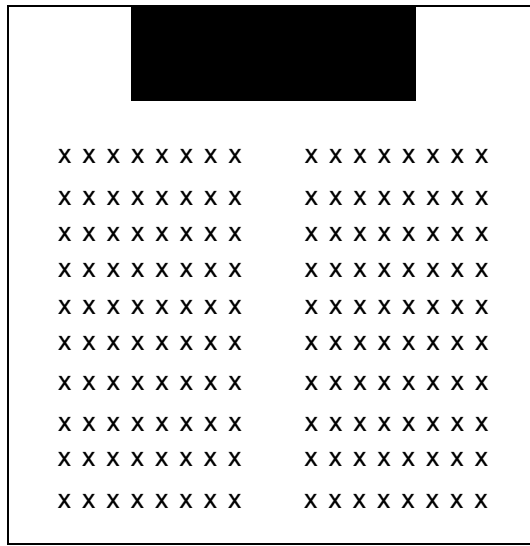
Any Pertinent Information: _____

If you need Catering Service please contact
Norman Gras at 717-856-5913

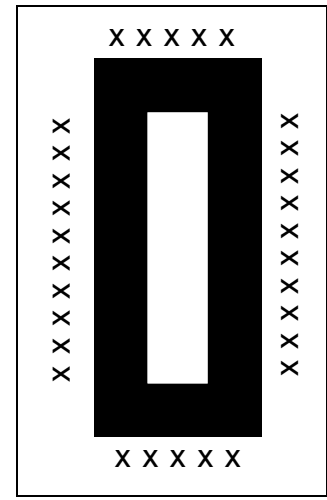
If you are a registered user of our website please add your date to the Community Calendar at www.jewishharrisburg.org/admin and then turn this form into Beth Romano at least 1 week prior to the event.



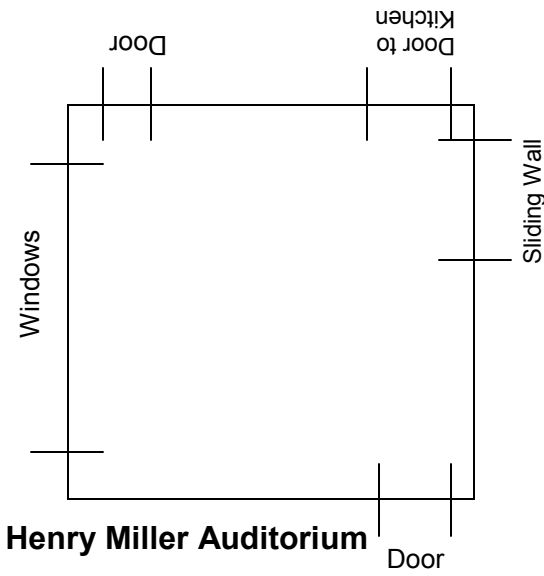
Henry Miller Auditorium
Standard Set-up
Board Room Style — 40 seats



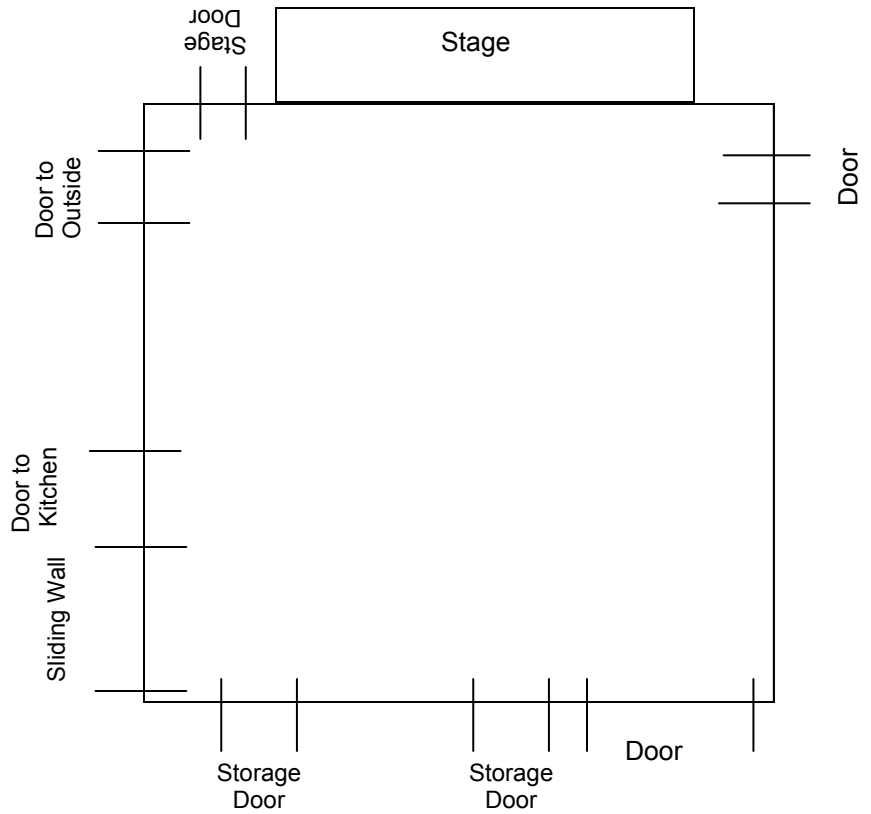
Mary Sachs Auditorium
Standard Set-up
Auditorium Style — 160 seats



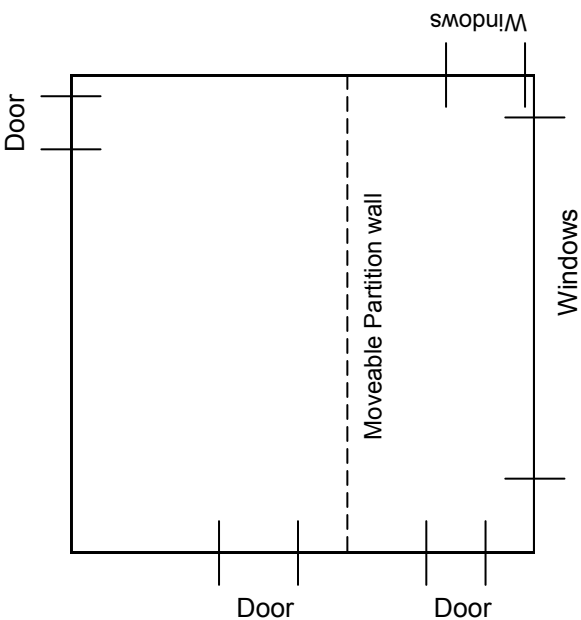
Harry Spector Lounge — A
Standard Set-up
Board Room Style — 30 seats



Henry Miller Auditorium



Mary Sachs Auditorium






Harry Spector Lounge A & B



Other

Legend

-  Rectangular Table*
-  Round Table*
- X** Chair
- P** Podium
- M** Microphone
-  Screen

* indicate large or small tables