

## Temple Beth Tikvah | Event Request Form

To help ensure that your TBT-sponsored event is a success, please complete this simple form as soon as possible and return it to Becky Sullivan in hard copy or soft copy ([becky@bethtikvah.com](mailto:becky@bethtikvah.com)). Once Becky receives the form, she will work with TBT staff and lay leadership to identify the resources you need and ensure there are no scheduling conflicts or other issues that will impact the success of the event.

**IMPORTANT:** Please do not confirm any details or finalize plans until you have received confirmation from Becky or her designee.

**Committee or Group Sponsoring the Event:** [Click here to enter text.](#)

**Primary Organizer 1:** [Click here to enter text.](#)

**Tel:** [Enter text.](#)

**E-mail:** [Enter text.](#)

**Primary Organizer 2:** [Click here to enter text.](#)

**Tel:** [Enter text.](#)

**E-mail:** [Enter text.](#)

**Preliminary Event Title:** [Click here to enter text.](#)

**Preferred Event Date:** [Select from drop down -->](#)

**Start Time:** [Click here to enter text.](#)

**Alternative Event Date:** [Select from drop down -->](#)

**Brief Description of Event:** [Click here to enter text.](#)

**Venue Requested (e.g., Social Hall; Outdoor Chapel; Sanctuary):** [Click here to enter text.](#)

**Will Participants/Audience Include Non-TBT Members?**  Y  N  Not sure

**Will Rabbi Shuval-Weiner be required?**  Y  N  Not sure

**Will Cantor Kassel be required?**  Y  N  Not sure

**Will you be using the kitchen?**  Y  N  Not sure

**Will security be needed?**  Y  N  Not sure

**Please note any special needs that are anticipated (e.g., kitchen access, event promotion):** [Click here to enter text.](#)