

Temple Bat Yam Event Form

This form is required for all Temple Bat Yam events. Return this form to the TBY office 4 weeks before event for advertising. Please update the TBY office one week prior to your event and then again 2 days before with final numbers.

Name of Event, Date and Time range		
Location:		
	Responsible Committee (s)	Responsible Individual
Sponsoring Committee:		
Hosting Committee:		
Set-up:		
Welcoming/Greeting:		
Clean up:		
How many people are expected?		
Will an RSVP be required?		
What are the expected total costs for the event?		
How will costs be covered? Underwriting (if yes, how much)? Individual entry fee (if yes, how much)? TBY Funds (if yes, how much)?		
Is this is fundraiser for TBY?		
What set up is needed?		
Have you contacted TBY office to arrange for Security and for Custodial support? (\$25/hr for security, \$20/hr for custodial)?		
Have you contacted Pam?		
Have you submitted event info to Pam for advertising?		
Have you coordinated this event with the TBY office to assure that there are no conflicting events? YES NO Have you reached out to other groups to collaborate? YES NO		
Have you met with Rabbi, Office, Religious School director to make sure there are not additional insurance costs or expenses?		