



Congregation
B'nai Shalom
בני שלום

Vendor Information Form

Must be submitted 60 days prior to event

Event _____

Event Date: _____

Host(s) Name(s): _____

Contact Phone: _____

Email (s): _____

	Vendor Name	Vendor Phone	Vendor Email	Delivery or Setup Date and Time
Caterer				
	Insurance Rider Received	Yes No	Liquor served?	Yes No
DJ/Band				
	Insurance Rider Received	Yes No		
Florist				
Party Planner/Expediter				
Rental Equipment				
Other Vendors:				

Menu Description	Note: Must follow Congregation B'nai Shalom Dietary Policy
A/V Requirements	Note: No changes AT ALL allowed to Congregation B'nai Shalom electrical system
Expected Deliveries	Please list all vendors making deliveries and what they will be delivering. Also, please note that all rental items MUST be cleared from the social hall at the end of the event.
Room Setup instructions	Please describe how you would like the room set up. You must meet with the Executive Director who will prepare a floor plan along with you. Room design must be finalized no later than 5 days prior to the event.