

**Room Use Planner for:**

**Date:**

Meal (plus approximate time) *note that front door will be locked during meals in Social Hall		#2
Number of guests		
Tablecloths (who provides?)		
Table set up		
Lighting, special notes		
Family photo session?		
Caterer/mashgiach • Include contact info *note that KMS is a peanut-free kitchen		
Time of deliveries (decorations, food, equipment) *note that food must be checked in by office staff		
Provision for set-up time (if guests need to be doing something outside the room)		
Additional rooms (mincha, etc)		
Special equipment: • Place card table • Easel • Candle lighting table • Projector/screen • Candy for throwing (\$36)		
Kiddush • KMS/catered • Dairy/meat • Special set up		
Leftovers • Donate/family pick up/combination		
Wording of announcements:	For KMS Shabbat Sheet:	