

KMS Room Use Planner for _____ Date _____

Meal (plus approximate time)	#1	#2
Number of guests		
Tablecloths		
Table set up		
Lighting, special notes		
Caterer/mashgiach <ul style="list-style-type: none"> • Include contact info 		
Deliveries (decorations, food, equipment)		
Provision for set-up time (if guests need to be doing something outside the Social Hall)		
Additional rooms (mincha, etc)		
Special equipment: <ul style="list-style-type: none"> • Place card table • Easel • Candle lighting table • Projector/screen 		
Kiddush <ul style="list-style-type: none"> • KMS/catered • Dairy/meat • Special set up 		
Leftovers <ul style="list-style-type: none"> • Donate/family pick up/combo 		