

SCHEDULING REQUEST FORM

The first step in planning a successful event or program is confirming a date, time and location. Please use the form below to submit a request for your event to be placed on the Temple Shalom calendar. If you have a first choice and second choice of date and time, please provide both.

You will be notified as to whether your event or program can be scheduled on the requested date, or you may be asked to choose an alternative date/time. Once a date/time/location is confirmed you will be asked to complete a Publicity Request Form (if applicable). Depending on the logistics, you will also need to be in touch with Victor Lucas (vlucas@naplestemple.org), Facility Manager, regarding any set-up or other requirements you may have.

If you have any questions, please contact Jeanette Fischer, Director of Communications, at jfischer@naplestemple.org.

This form can also be submitted online at <https://tinyurl.com/534fuvka>

Contact person for this event/program

Name _____

Email _____

Committee Name _____

Event/Program information

Event/Program Title _____

Requested date and time _____

Alternative date and time _____

Anticipated duration of event/program _____

Requested location/space _____

☐ This event/program will be via Zoom

Do you require A/V tech assistance? (Mobile Zoom cart, Sanctuary Screens, sound system)

☐ Yes ☐ No

If yes, please describe briefly _____

Anticipated number of attendance _____

Return this form to Jeanette Fischer at jfischer@naplestemple.org.