BCC Calendar/Event Form

Date Submitted:_____________

Date Received:_____________

Event Name: ____________________________

Date(s) of Event/s: ____________________________

Setup Time: ____________________________ to ____________________________

Starting Time: ____________________________ Ending Time: ____________________________

Teardown Time: ____________________________ to ____________________________

Main Contact Person: ____________________________

Sponsoring Committee: ____________________________

Email: ____________________________

Land line: ____________________________ Cell phone: ____________________________

☐ yes  ☐ no Security Guard: Security must be paid by renters and require a minimum of 5 days in-advance notification. Security guard/s is required for events of over 75 people. (Members, please ask if a security guard is already budgeted for your event.)

Event Coordinator/Responsible Person throughout the event day with duties of opening & closing, managing event (i.e., set-up, clean-up), handling any emergencies, collecting cash from sales:

________________________________________________________________________________________

________________________________________________________________________________________

____________________________________________________________________________

Spaces to Be Used for this event – Check all that apply:

☐ Classroom/Library  ☐ Sanctuary  ☐ Patio  ☐ Other: ____________________________

☐ Lobby  ☐ Small Classroom/Oneg room

Expected Number of People in Attendance:

☐ 0-5  ☐ 20-40  ☐ 60-100

☐ 5-10  ☐ 40-60  ☐ Other: ____________________________

☐ 10-20

Event Description:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Return this COMPLETED form to Victoria@bcc-la.org

Event requests are processed noting calendaring conflicts, then reviewed & approved by a BCC committee. Please allow a few days for the process to take place.

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**PUBLICITY FOR BCC EVENT PLANNERS:**

Check appropriate box/es below to list your event in BCC’s publicity venue/s:

- [ ] G’vanim/Newsletter
- [ ] Seat Bulletin
- [ ] Website
- [ ] E-Bulletin
- [ ] Facebook/Twitter
- [ ] Other ____________________________

**NOTE:** 3 weeks’ notice is required to guarantee publication in the email newsletter, seat bulletin, website & Facebook. If you submit text for your event 1 to 2 weeks’ before it occurs—we’ll do what we can to publicize it.

**For the G’vanim Newsletter follow this submission schedule:**

**G’vanim Issue** | **Deadline for Ad Copy**
--- | ---
September – October | August 15
November – December | October 15
January – February | December 15
March – April | February 15
May – June | April 15
July – August | June 15

Please submit all publicity text to Victoria@bcc-la.org

**AD COPY GUIDELINES:** Text must be in the following format order and must include these 8 points.

- **Day** (Mon, Tue, Wed, Thurs, Fri, Sat, Sun), **Date**, **Event Title**, **Location**, **Time**, **Event Description** (Please limit your description to 70 words. Ads are subject staff edits), **RSVP info if any**, **Cost of event, if any.**

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**BCC EVENT PLANNER - Check all that apply for your event:**

- [ ] Coffee/Tea service
- [ ] Water Carafe
- [ ] Snack
  - Who will buy?__________
  - (Note: you must provide laptop & dvds for power point presentations. Let us know the type of computer you will use.)
- [ ] Easel
- [ ] Easel Pad
- [ ] Table cloth/s _______ (how many?)
- [ ] Podium
- [ ] Ritual Item/s: __________
- [ ] Microphones:
  - wireless headset____ (2 available)
  - wireless handheld ___ (1 available)
  - wired handheld_____ (3 available)
- [ ] Kiddish & Motzi
- [ ] Extension Cord/s ____ (how many?)
- [ ] Conference Phone
- [ ] Live Stream
- [ ] Music Stand/s _____ (7 available)
- [ ] Chairs: _______ (80 padded, cannot be moved from sanctuary. Not for dining) _______ (120 plastic for dining. Not for outside)
- [ ] Tables: rectangular: _______ 6ft (8 available, seats up to 6) _______ 8ft (4 available, seats up to 10)
  - round: ___ 60in (4 available, seats up to 8) __________ 54in (4 available, seats up to 7) __________ 48in (2 available, seats up to 5)

**NOTE:** No more than 10 tables of the above combinations fit in the Sanctuary. No more than 30 plastic chairs fit in the library Theater Style (no tables) with 1 aisle. No more than dining for 30 in the library. No more than dining for 24 in the lobby.
OTHER NEEDS (check all that apply)

Piano: ☐ yes ☐ no Location of Piano _______________________ ☐ Conference Phone

If your event requires multiple changes throughout its duration, a designated staff person to manage lighting, A/C, projectors, table arrangements, etc. may be required. Please see Felicia Park Rogers to discuss logistics.

For lighting needs consider these options.
- ☐ Full Lighting ☐ Dim Lighting ☐ Dark room ☐ In Sanctuary ☐ Shades on privacy
- ☐ Shades on Blackout ☐ Skylight shades partial ☐ Skylight Shades on Blackout

For technical options:
- ☐ Flat screen showing DVD/bluray
- ☐ Flat screen showing closed circuit security camera view
- ☐ Flat screen showing closed circuit sanctuary view
- ☐ Additional Help/Equipment/Set up Needed, Please Describe: _______________________

BCC EVENT PLANNERS: Use map on last page to draw your set-up

☐ Draw a room set up for your event (outlining table/s & chairs placement in room/s to be used).