**BCC Calendar/Event Form** Date Submitted: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_

**(Please fill out FULLY for each event —Print Clearly)** Date Received: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Approved: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

 Return this COMPLETED form to bcc@bcc-la.org or by fax to 323 931 1490

 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.

**Event Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date/s of Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Setup Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Teardown Ending Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Starting Time of EVENT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Ending Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Main Contact Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sponsoring Committee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 yes  no **Security Guard:** Scheduling a security requires a minimum of 5 days advance notification. Security guard is required for events of over 75 people. **(Members, if needed please ask if a security guard is already budgeted for your event.)**

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

 Classroom/Library

 Lobby

 Sanctuary  Patio

 Small Classroom/Oneg room

 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.

**Expected Number of People in Attendance:**

 0-5  20-40  60-100

 5-10  40-60  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 10-20

**Cost or Suggested Donation to attend:**For members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ For non-members: \_\_\_\_\_\_\_\_\_\_\_\_ For children \_\_\_\_\_\_\_\_\_\_

**🡺MEMBERS! THIS FORM IS NOT FINISHED WITHOUT A COMPLETE Event Description: (Include RSVP deadline & RSVP number or email, price and payment methods. This will be used for reserving the date and advertising.**

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

 Coffee/Tea service  Sound system  White board & markers

 Water Carafe  Large Projector & Screen  Copies of handouts

 Snack  Flat screen  Registration forms/Cash box

 Who will buy?\_\_\_\_\_\_\_\_\_\_ (Note: you must provide laptop & dvds

 Who will make coffee?\_\_\_\_\_\_\_\_\_\_ for power point presentations. Let us

 know the type of computer you will use.)

 Easel  Easel Pad  Podium  Music Stand/s \_\_\_\_\_ (7 available)

 Live Stream (there may be a fee, speak to Ruth Geffner)

 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: limited amounts of tablecloths available, contact Ruth Geffner for details.**

**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

**NOTE**: 3 weeks’ notice is required to guarantee publication in the email newsletter, seat bulletin, website & Facebook.

**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 bcc@bcc-la.org**

**OTHER NEEDS:**

**If your event requires multiple changes throughout its duration, please speak to Ruth Geffner to discuss logistics.**

**For technical options:**

  Additional Help/Equipment/Set up needed, Please Describe:

**BCC EVENT PLANNERS:** Please use map on last 2 pages to draw your set-up –THIS WILL BE USED TO ARRANGE THE ROOM/S FOR YOUR EVENT by the staff.

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

BCC Temple Food Policies:

BCC is a dairy, vegetarian kitchen ONLY. This is an important part of our Kosher policy

Cooking or reheating of any meat or chicken in the BCC kitchen is prohibited. Please DO NOT bring meat or chicken in to the BCC kitchen.

You may bring in your own meat/chicken to the patio or dining areas in the temple, however DO NOT use any BCC serving plates and utensils with meat/chicken. You must provide your own serving items for meat or chicken. Do not toss anything that was used for eating or serving meat/chicken in the kitchen trash can. Please toss those directly into the dumpster or toss in a trash can in the patio or dining areas.

If BCC plates or utensils touch meat/chicken, we can no longer use them. Please respect our members and guests who keep Kosher by alerting us immediately and by separating it from the other kitchen items.

*DEFINITELY NO* pork or shellfish (shrimp, lobster, crab, clams, etc.) may be brought in to BCC

*Thank you for keeping our kitchen and food accessible to all!*

SANCTUARY MAP

Stained Glass Windows

S

BIMAH

**BENCH**

Keep path clear –fire exit

MEMORIAL WALL

![C:\Users\Victoria\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\N807YY2K\MC900329304[1].wmf]()

CLASSROOM/LOBBY MAP

KITCHEN

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

SOCIAL HALL

CLASSROOM 2

BENCH

LOBBY

⭠SANCTUARY

RESTROOMS⭢

LIBRARY

CLASSROOM 1