	_
☐ Return this COMPLETED	
form to Victoria@bcc-la.org	BCC Calendar/Event Form Date Submitted:
☐ Event requests are	(Please fill out FULLY for each non-reoccurring event —Print Clearly)
processed noting calendaring	Date Received:
conflicts, then reviewed & approved by a BCC committee.	NAAL CONTRACTOR OF THE PARTY OF
Please allow a few days for the	Mocco
process to take place.	
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:
Dung Ding Convites Con-	Courity must be paid by reptors and require a minimum of E days in advance
	ard: Security must be paid by renters and require a minimum of 5 days in-advance d/s is required for events of over 75 people. (Members, please ask if a security ed for your event.)
	onsible Person throughout the event day with duties of opening & closing, up, clean-up), handling any emergencies, collecting cash from sales:

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

Expected Number of People in Attendance:

□ Sanctuary

20-40

40-60

□ Patio

☐ Small Classroom/Oneg room

☐ Classroom/Library

Event Description:

☐ Lobby

0-5

□ 5-10 □ 10-20 ☐ Other: _____

☐ Other: _____

4 60-100

BCC EVENT PLANNER - Check	all that apply for your even	ent:	
☐ Coffee/Tea service	☐ Sound system		■ White board & markers
☐ Water Carafe	☐ Large Projector & S	creen	☐ Copies of handouts
☐ Snack	☐ Flat screen		☐ Registration forms/Cash box
Who will buy?	(Note: you must provide	aptop & dvds	G
-	for power point presenta		
☐ Easel ☐ Easel Pad	know the type of comput Podium	er you will use.)	D Extension Cord/o (harrana)
☐ Table cloth/s (how many?)			☐ Extension Cord/s(how many?) ☐ Conference Phone
Table clottlys(flow fliatly?)	☐ Microphones:		☐ Live Stream
	wireless headset (2 a	vailable)	a Live Gueam
	wireless handheld (1	available)	
	wired handheld (3 a	vailable)	D.M. air Otan de
☐ Kiddish & Motzi			☐ Music Stand/s (7 available)
☐ Chairs: (80 padded, cannot be	oe moved from sanctuary. Not	for dining)	(120 plastic for dining. Not for outside)
☐ Tables: rectangular: 6ft (round: 60in (4 available, sea			4 available, seats up to 10) to 7 48in (2 available, seats up to 5)
NOTE: No more than 10 tables of	the above combinations	fit in the Sand	ctuary. No more than 30 plastic chairs
			ng for 30 in the library. No more than
PUBLICITY FOR BCC EVENT PL			
Check appropriate box/es below	v to list your event in B	CC's publici	ty venue/s:
☐ G'vanim/Newsletter	☐ Seat Bulletin	□ Website	
☐ E-Bulletin	☐ Facebook/Twitter	☐ Other _	
	•		newsletter, seat bulletin, website & rswe'll do what we can to publicize it.
For the G'vanim Newsletter follo	ow this submission sch	nedule:	
<u>G'vanim Issue</u>	Deadline for Ad Cor)V	
September – October	August 15	-	
November – December	October 15		
January – February	December 15		
March – April	February 15		
	rebluary 15		
May – June	April 15		
•	•		
May – June	April 15 June 15		

OTHER NEEDS (check all the	at 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.				
	e r these options. m Lighting □ Dark room □ In Sanctu ut □ Skylight shades partial			
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 yo	ur event (outlining table/s & chairs plac	cement in room/s to be used).		

Stained Glass Windows

HAMI8



CLASSROOM/LOBBY MAP

SOCIAL HALL
CLASSROOM 2

RESTROOMS

LIBRARY
CLASSROOM 1

OBBY

