

ROSSMOOR EVENT SUPPLY & SET UP FORM

Walk-in or Web submissions only. For your convenience, forms are now online at www.rossmoor-nj.com

Please fill out completely...

Group/Club/Party		Event	
Event Day & Date		Room	
Set Up Time	Event Time	Number of Guests	
Representative's Name		**Authorized Representative's Signature**	
Email		Phone	

Are you...

Then please fill out...

Showing a DVD or Video? Using a Laptop?	Yes <input type="checkbox"/> No <input type="checkbox"/> DVD <input type="checkbox"/> VHS <input type="checkbox"/> Laptop <input type="checkbox"/>	Please come in prior to event to test media	Audio/Visual Section
Having a Speaker or Entertainer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Speaker/Program/Entertainer: _____	Audio/Visual Section
Serving Coffee or Refreshments?	Yes <input type="checkbox"/> No <input type="checkbox"/>	You'll need tables	Beverage & Catering Sections
Hiring a Caterer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Caterer's Name: _____	Beverage & Tables Sections
	Drop off <input type="checkbox"/> Serving <input type="checkbox"/>	Insurance Certificate? <input type="checkbox"/>	
Hiring E & R Custodial Staff?	Yes <input type="checkbox"/> No <input type="checkbox"/>	2 Hour minimum at \$15 per hour	Contract Form
Announcing Event on Channel 3?	Yes <input type="checkbox"/> No <input type="checkbox"/>	One announcement at a time; Two weeks maximum	Channel 3 Form

This Section to be signed AFTER event...

AUDIO/VISUAL EQUIPMENT & ROOM CONDITION SIGN-OFF			
**Must be signed by <u>BOTH</u> Representative AND Custodian/Staff (AND Caterer, if applicable) <u>AFTER event</u> to ensure room/equipment is returned in acceptable condition.			
Club/Group /Party Rep	Room OK?	A/V Equipment OK?	Date
Custodian	Room OK?	A/V Equipment OK?	Date
Caterer	Kitchen OK?	Supplies/Equipment OK?	Date
Custodian Notes:			

COFFEE & BEVERAGES	
FROM KITCHEN:	COFFEE <input type="checkbox"/>
	HOT WATER <input type="checkbox"/>
PUMPS:	
CARAFES:	
CREAMERS:	
WATER PITCHERS:	
ICE BUCKET:	
WINE CARAFES:	
**NONE <input type="checkbox"/>	

CATERING SUPPLIES			
(*CHINA & SILVERWARE: ONLY IF USING FULL-SERVICE CATERERS WHO ARE RESPONSIBLE FOR CLEANUP)			
*CHINA	QTY.	*SILVERWARE	QTY.
DINNER PLATES:		FORKS:	
DESSERT PLATES:		SALAD/DESSERT FORKS:	
BOWLS:		TEASPOONS:	
COFFEE CUPS/SAUCERS:		SOUP SPOONS:	
GLASSES:		KNIVES:	
		SERVING SPOONS:	
OTHER		SERVING FORKS:	
SERVING TRAYS:		SERVING KNIVES:	
BASKETS:		LADLES:	
PUNCH (SALAD) BOWL/LADLES:			
SALAD TONGS:			
SALT & PEPPER:			
TRASH CAN:			
			**NONE <input type="checkbox"/>

TABLES & CHAIRS	
8-FOOT:	
ROUND:	
CARD:	
CHAIRS:	
TABLE Nos./HOLDERS:	
**NONE <input type="checkbox"/>	

Custodians use standard set ups whenever possible.
Use this space for specific layout details & additional instructions.

MEETING HOUSE PARLOR	MEETING HOUSE NARTHEX
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AUDIO/VISUAL EQUIPMENT	
PROJECTOR:	
SCREEN:	
DVD PLAYER:	
VCR:	
TELEVISION:	
LAPTOP CORD:	
EXTENSION CORD:	
TABLE MIC:	
STANDING MIC:	
PODIUM w/MIC:	
HANDHELD MIC:	
LAPEL MIC:	
EASEL:	
BLACKBOARD & SUPPLIES:	
WHITEBOARD & SUPPLIES:	
**NONE <input type="checkbox"/>	

When completed, click this button to send
(as an attachment to your email).

Submit