



Temple Sinai

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Rabbi Linda Motzkin
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Committee Chair Packet

In this packet, you will find reproducible forms which will be helpful when planning an event either at the Temple or off site. If you or a member of your committee need any of the following a work request must be submitted to the office at least two (2) weeks prior to the due date.

1. Request office supplies (i.e. letterhead, envelopes, stamps, if you need note cards, or need to have flyers made or copied).
2. Request a room with or without special set up.
3. If assistance is needed from a Temple Sinai staff person (i.e. data collection and input, collection and or storage of materials).
4. Janitorial services will be needed.
5. Requesting funds or **pre approved** reimbursement
6. If there are special materials you need for a committee project (i.e. markers, crayons, paints, etc.) you must put in a request.

Please do not use the Religious School supplies located in the hall closet.

The filling of these requests can take up to ten days depending on the size of the request. Specialty paper request (i.e. a specific paper color, paper design, or non-standard size) can take up to three (3) weeks. The Temple Office must be made aware of any guest speakers, entertainers, or food items which your committee will be bringing into the Temple. We hope that you find these forms and the information found in the packet useful. If we can be of any further help please contact ; Nadine Keisler, Temple Administrator at nadinekeisler1@nycap.rr.com or at 584-8730.

