



550 Wesley Avenue
 Ocean City, NJ 08226
 609-399-1915 | info@octab.org

Complimentary Event Planning Checklist

The Ocean City Tabernacle with its two rental venues – the Kull Youth Center as well as the Tabernacle itself – hopes your next event is successful in every aspect. Of course, one way to help ensure a satisfying occasion for organizers and participants alike is with proper planning.

Given the wide variety of event types, no one checklist can address every aspect of all, but we invite you to use this form as a first step to organizing your upcoming conference, performance, retreat or otherwise!



RENTING OUR FACILITIES

- Fill out the Application for Use form on our website
- Submit IRS status letter to info@octab.org
- Confirm event dates
- Submit certificate of insurance to info@octab.org
- Pay security deposit

BUDGETING

Where are the funds for this event coming from?

- Organization or club budget
- Paid admissions
- Member contributions
- Special fundraising
- Sponsorships
- Other? If so, how:

ADVERTISING

How will you notify people of your upcoming event?

- Phone
- Mail

- Emails
- Press release
- Website notice
- Lobby displays
- Newsletters or e-newsletters
- Congregation announcements
- Newspaper or radio advertising
- Flyers
- Signage
- Other? If so, how:

TRANSPORTATION

What type of transportation will be required?

- Personal vehicles
- Public mass transportation
- Chartered vehicles
- Local transportation/shuttles
- Parking
- Other? If so, what:

Continued >

FOOD & BEVERAGES

How will food and beverages be provided?

- Onsite cooking
 - Outside caterer
 - Local food pickup
 - Homemade
 - Grocery/beverage/bakery shopping
 - Special cooking equipment
 - Chefs/servers
 - Other? If so, what:
-

EVENT SET-UP

How will you transform the event space?

- Tables
 - Chairs
 - Linens
 - Stage
 - Podium
 - Presentation boards
 - Special lighting equipment
 - Special sound equipment
 - Special video equipment
 - Technical assistance
 - Ushers/security
 - Photographer
 - Cash box
 - Trash cans
 - Disabled access
 - Other? If so, what:
-

ENTERTAINMENT

What, if any, do you have planned?

- Games
 - Speaker
 - Presentation
 - Movie
 - Live performance
 - Outdoor attraction
 - Barbeque
 - Other? If so, what:
-

EVENT CONCLUSION

How will you leave the event space?

- Cleaning
 - Rental returns
 - Damage deposit collection
 - Trash disposal
 - Key fob return
 - Satisfaction survey
 - Other? If so, what:
-

For more information on our facilities, availability and rates at the Ocean City Tabernacle and the Kull Youth Center, call 609-399-1915 or email info@octab.org today.

Ocean City Tabernacle and Kull Youth Center Rental Reminders

- 1.** If interested in renting one of our facilities, please fill out the Application for Use form located at OCTab.org/retreats-and-rentals/application-for-use
- 2.** Expect a welcoming call from us to discuss proposed dates, availability and pricing.
- 3.** Once the booking details have been confirmed by phone, submit a security deposit in the amount of \$500 within 7 calendar days to secure your reservation.
- 4.** A certificate of liability insurance in the amount of at least \$500,000 naming Ocean City Tabernacle as an additional insured is required to rent one of our facilities.
- 5.** The final payment and your certificate of insurance must be received by us no later than 30 days prior to your rental date.
- 6.** Damage deposits are returned within 30 days of the conclusion of your rental