# Bar/t Mitzvah Logistics Form

# Name of Bar/t Mitzvah : Date of Bar/t Mitzvah \_\_\_\_\_\_\_\_\_\_\_\_\_

To plan or schedule accordingly, we need to have information regarding your upcoming *simcha.* Please complete

and return this form, even if you are unsure of some information. If you have any questions, special circumstances or requests, please call Barbara S. Simon (445-0002 Ext. 125). In accordance with Temple Policy, all Temple fees are required to be paid within the week prior to your child’s Bar/Bat Mitzvah.

## Information is needed at least THREE WEEKS prior to your child’s Bar/Bat Mitzvah

# Caterer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Caterer is responsible for completing our required room set-up form.**

# Florist:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(arrangement no higher than 42 in)

**Delivery of flowers must be made by 3 P.M. on Friday.**

# Photographer Telephone & email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Day & Time of pictures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Videographer Telephone & email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other Vendors:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Friday Night Shabbat Dinner (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## SATURDAY MORNING

# Type of function following services:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approximate number of guests (including 35-40 congregants):\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Room being used: Carpeted Foyer \_\_\_\_\_\_\_ Ballroom: Window side \_\_\_\_\_\_\_ Stage side \_\_\_\_\_\_\_**

**SATURDAY EVENING – (if applicable) ROOMS MUST BE RESERVED 6 MONTHS IN ADVANCE**

**NO pictures may be taken until Shabbat is over: ALERT YOUR PHOTOGRAPHER**

**Cocktail hour begins at: \_\_\_\_\_\_\_\_\_\_ P.M. Approximate number of guests: \_\_\_\_\_\_\_\_\_\_\_**

**Room being used for cocktails: Carpeted Foyer \_\_\_\_\_ Ballroom: Window side \_\_\_\_\_ Stage side \_\_\_\_\_\_\_**

**Dinner begins at: \_\_\_\_\_\_\_\_\_ P.M.**

**Room being used for dinner: Ballroom: Window side \_\_\_\_\_\_ Stage side \_\_\_\_\_\_ ¾ -Full Ballroom \_\_\_\_\_\_**

**Name of band: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time playing from: \_\_\_\_\_\_\_to:\_\_\_\_\_\_\_\_**

Other information that you should be aware of: Please alert your caterer and florist that depending on the Temple’s schedule, your setup will be started on Friday morning. We suggest they contact us well in advance. All band equipment, curtains, decorations, flowers, etc. must be removed on Sunday unless prior arrangements have been made. This is especially important if there is another function on Sunday. On Monday morning at 7:00 A.M. our cleaning staff begins clearing out and cleaning our ballroom and foyer. We are not responsible for any items left here from the weekend. Please alert your above vendors, etc.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature