**Bar/t Mitzvah Logistics Form**

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

To plan and schedule accordingly, it is important that we have this information regarding your upcoming simhah (celebration). Please complete and submit this form **at least three weeks** prior to the bar/t mitzvah date. If you have any questions, special circumstances, or requests, please call Barbara S. Simon (315-445-0002, ext 125) or email her at barbara@adath.org.

**Vendors:**

**Caterer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Caterer is responsible for completing our room set-up form

**Florist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Arrangement should be no higher than 42”. Flowers need to be delivered by Friday at 3 pm

**Photographer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Friday Night Dinner:** Number of Guests**: \_\_\_\_\_\_\_\_ Room being used:** Slate foyer **\_\_\_** Carpeted foyer **\_\_\_\_\_\_\_**

**Shabbat morning**

**Type of function following services: Kiddush \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seated Luncheon \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approximate number of guests (including 50 congregants) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Room being used:** Carpeted Foyer **\_\_\_\_\_\_\_\_\_\_\_** Half Ballroom(window side)  **\_\_\_\_\_\_\_\_\_\_\_** Full Ballroom **\_\_\_\_\_\_\_\_\_\_**

**Saturday evening**

**Rooms must be booked 6 months in advance. No pictures can be taken until Shabbat is over.**

**DJ/Band \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **\*Time Playing: From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\***

**Videographer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other Vendor** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approximate number of guests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cocktail hour begins at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PM Dinner begins at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_PM**

**Room being used for Cocktails:** Slate foyer **\_\_\_\_\_\_\_\_** Carpeted foyer **\_\_\_\_\_\_\_\_\_\_\_\_**

**Room being used for Dinner:** Window side\_\_\_\_\_\_\_\_\_\_\_\_Stage side **\_\_\_\_\_\_\_\_\_\_\_\_\_** ¾ - Full Ballroom **\_\_\_\_\_\_\_\_\_\_**