

**TEMPLE GUIDELINES FORM TO BE COMPLETED & SIGNED BY TEMPLE MEMBER**

We as your temple family share in your joy as you celebrate the simcha of your child becoming a Bar/Bat Mitzvah in the upcoming months. To assist you in facilitating the details of this important life cycle event, we ask your cooperation in providing the requested information six months before your event.

- **Reminder:** one photographer and one videographer per family *are permitted* to be in the choir loft to take pictures/videos *during the Shabbat morning service*. Please refer to the attached Photographer's letter for details.
- Where applicable, please complete the information attached to this sheet, **sign, and return** the form three months prior to you event to: Temple B'nai Abraham, P.O. Box 46, Livingston, N.J. 07039 or email [tgreenberg@tbanj.org](mailto:tgreenberg@tbanj.org).
- It is suggested that you make a copy of this form for your file.
- Please send the enclosed "Dear Photographer" letter and advisory to your photographer and/or videographer.
- Please share the following Temple's guidelines with your caterer, florist, photographer, videographer and any other vendor service.
- **To arrange to take photos on the Friday before your child's simcha, please call me to schedule an appointment.**

Thank you for your prompt attention to this matter. If you have any questions, please feel free to contact me at 973-994-2290 ext. 217

Sincerely,

Tina Greenberg, Communications Coordinator

(over)

**Bar/Bat Mitzvah Guidelines Form Afternoon Reception following services until 5:00 PM**

Bar/Bat Mitzvah Child \_\_\_\_\_

Date of Bar Bat Mitzvah \_\_\_\_\_

Caterer \_\_\_\_\_ Contact name \_\_\_\_\_ Phone# \_\_\_\_\_ Email \_\_\_\_\_

Photographer \_\_\_\_\_ Contact name \_\_\_\_\_ Phone# \_\_\_\_\_ Email \_\_\_\_\_

Videographer \_\_\_\_\_ Contact name \_\_\_\_\_ Phone# \_\_\_\_\_ Email \_\_\_\_\_

Florist \_\_\_\_\_ Contact name \_\_\_\_\_ Phone# \_\_\_\_\_ Email \_\_\_\_\_

Music \_\_\_\_\_ Contact name \_\_\_\_\_ Phone# \_\_\_\_\_ Email \_\_\_\_\_

Entertainment \_\_\_\_\_ Contact name \_\_\_\_\_ Phone# \_\_\_\_\_ Email \_\_\_\_\_

Party Planner \_\_\_\_\_ Contact name \_\_\_\_\_ Phone# \_\_\_\_\_ Email \_\_\_\_\_



**Temple B'nai Abraham Guidelines For Bar/Bat Mitzvah**

-Kippot are to be placed in the sculpture holder in the lobby. **Baskets or any other containers are not permitted.** Your Bat/Bar Mitzvah invitation may be placed in the sculpture cylinder, but may not be displayed in any other manner.

- Valet parking and/or attended coat check are not permissible before or during Bar/Bat Mitzvah Shabbat Services.

-The Temple is pleased to provide informational programs for Friday evening and Shabbat morning Services. These programs acknowledge all Bar and Bat Mitzvah candidates and include an explanation of the Shabbat and B'nai Mitzvah Service, and upcoming TBA events. *Only service programs produced by the Temple are permitted.*

**-Please be advised that alcoholic beverages can only be served if your caterer has the required liquor liability insurance and will be on premises.** If you have any questions, please do not hesitate to contact Gail Milchman.

-Any rentals, musical or entertainment set-ups must be confirmed with Tracey Bent, Maintenance Supervisor **three months** in advance of the reception to properly accommodate these requests.

-The Main Lobby may only be used for a place card table and a sign-in board ( after 11:00 AM). **No video, arcade, and entertainment games or activities of any type may be set-up in the lobby.**

-The Saul Reinfeld Hall and Conservatory ceiling and or/lighting structures may not be utilized for suspension purposes. Nothing may be attached to the walls.

-Permission must be obtained to place anything near or to affix anything to the front or the rear of the building. e.g. plants, tenting, banners, balloons, etc. **three months in advance.**

-Under no circumstances may pyrotechnics be employed.

-An attendant must be provided to supervise the ladies' room and men's room.

-No noise from 9:30 AM until the end of services. No housekeeping tasks, e.g. vacuuming -please share this information with your caterer.

-Musicians or entertainers may not practice during services.

- Certificates of insurance are required from your photographer, videographer, musical, and entertainment vendors. A Board of Health certificate and a certificate of insurance are required from your caterer. All Board of Health certificates and certificates of insurance with indication of Worker's Compensation must be submitted at least two months in advance of your event. . \*Your florist will need a certificate of insurance if any elaborate floral arrangements or decorative displays will be assembled and prepared onsite at the Temple.

-Please submit the attached fax request for a certificate of insurance to your photographer and/or videographer, \*florist, musical and entertainment activities as well as the request for a Board of Health certificate and certificate of insurance from your caterer. ***Please note that without the proper certification, they will not be permitted to perform their services at Temple B'nai Abraham.***

-All deliveries must be completed by 9:00 AM the day of the event and come through the lower entrance. All pre-event and day of the event delivery arrangements must be cleared and confirmed with Tracey Bent, Maintenance Supervisor one month before the event.

**Please sign below:**

**We/I agree to comply with Temple B'nai Abraham's Guidelines:**

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date