

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 both sections of the form three months prior to your event** to: Temple B'nai Abraham, P.O. Box 46, Livingston, N.J. 07039 or email 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

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Bar/Bat Mitzvah Guidelines Form Sponsored Kiddush following services until 2:00 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 _____



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.

-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.

-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 **two weeks** before the event.

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

-Certificates of insurance are required from your photographer and videographer. 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. **Please note that without the proper certification, they will not be permitted to perform their services at Temple B'nai Abraham.**

Please sign below:

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

Signature (s)

Date

Bar/Bat Mitzvah Guidelines Form Evening Reception

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 _____

Valet Parking Co. _____ Contact name _____ Phone# _____ Email _____



Temple B'nai Abraham Guidelines For Bar/Bat Mitzvah

-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 special 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. 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.

-We need to be informed of all entertainment, vendors, and musical entertainment that will take place on site **at least three months** prior to your event.

-Certificates of insurance are required from your photographer, videographer, valet parking service, and 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.

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-Please submit the attached fax request for a certificate of insurance to your photographer and/or videographer, florist, valet parking service, 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 pre-event and day of the event delivery arrangements must be cleared and confirmed with Tracey Bent, Maintenance Supervisor **one month** before the event.

-The Temple requires that Security Guard(s) must be present during a reception. The Temple will secure guards and you will be responsible for the per hour fee per guard.

Please sign below:

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

Signature(s)

Date