

**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 six months prior to your event to: Temple B'nai Abraham, P.O. Box 46, Livingston, N.J. 07039 or fax 973-994-1838.
- 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, photographer, videographer and bus transportation services.
- **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** (No Kiddush or reception following Shabbat Services at the Temple)

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

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

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

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

Bus company \_\_\_\_\_ 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.**
- Certificates of insurance are required from your photographer and videographer with indication of Worker's Compensation must be submitted at least **two months** in advance of your event.
- Please submit the attached fax request for a certificate of insurance to your photographer and/or videographer, 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.**

Please sign below:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date