

## PHOTO & VENDOR 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 one month before your event.

Please complete the applicable information below, sign, and submit one month prior to your event.

### Photo Session Options:

- Friday afternoon sessions: 12:30 – 2:00 pm or 2:30 - 4:00 pm
- Saturday morning between 8:00 AM and 9:15 AM: Open, photo time, shared by both B'nai Mitzvah families. Please coordinate with the other family.

Email [mswaybill@tbanj.org](mailto:mswaybill@tbanj.org) to reserve a Photo Session.

B'nai Mitzvah Name\*

\_\_\_\_\_

First

Last

B'nai Mitzvah Date\* \_\_\_\_\_

Parent Name\*

\_\_\_\_\_

First

Last

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Photographer\*:** Include contact name & telephone number

\_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Caterer:** Include contact name & telephone number

\_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Florist:** Include contact name & telephone number

\_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Party Planner:** Include contact name & telephone number

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Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Entertainment:** Include contact name & telephone number

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Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Bus:** Include contact name & telephone number

\_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Other vendor:** Include contact name & telephone number

\_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

- 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, Facilities Manager, [tbent@tbanj.org](mailto:tbent@tbanj.org), two weeks before the event.
- No noise (housekeeping tasks, vacuuming, etc.) from 9:30 am until the end of services. Please share this information with your caterer and vendors.
- Certificates of insurance are required from your photographer. A Board of Health certificate and certificate of insurance are required from your caterer. Certificates of insurance must include TBA as additional insured and Worker's Compensation coverage if applicable. All certificates must be submitted at least one month in advance of your event.

Please note that without the proper insurance certificates no one will be permitted to provide services at Temple B'nai Abraham.

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

\_\_\_\_\_  
Signature

Date\*: \_\_\_\_\_

**Please review before clicking Submit.**

Thank you.