

BETH EL TEMPLE
2626 Albany Avenue
West Hartford, CT 06117

BAR/BAT MITZVAH FORM

Now that you have a date for a Bar/Bat Mitzvah we encourage you to have your reception here at Beth El Temple . We recommend you reserve the rooms you wish to use as soon as possible with the Temple office. Please fill out the information below and return at your earliest convenience.

Child's Name _____

Parents' Name _____ **Phone #** _____

Address _____ **E-Mail** _____

Date of Simcha _____ **Start Time** _____ **# Invited Guests** _____

Type of Simcha (Circle One): **Bar Mitzvah** **Bat Mitzvah**

	Name of Company	Phone #	Contact
Caterer			
Band/DJ			
Florist			
Photographer			
Videographer			
Party Planner			
Balloons			
Decorator			

1. In conjunction with your Bar/Bat Mitzvah weekend, which of the following will you have at Beth El Temple (Check all that apply.)?

_____ **Friday Night Dinner** _____ **Saturday Evening Reception**

2. Do you want your child's service of Bar/Bat Mitzvah to be videotaped? (Please note that there is a charge of \$75 for this service.)

_____ **Yes** _____ **No**

(Over)

3. If your child will have a Shabbat morning Bar/Bat Mitzvah, please indicate which of the following applies: (Please note: All families are expected to provide a Kiddush or Kiddush lunch.)

- We will invite the congregation to a Kiddush luncheon with our guests.
- We will have a private luncheon at Beth El Temple for our invited guests.
We will provide a Kiddush for the congregation.
- We will have a private luncheon and provide a separate Kiddush luncheon for the congregation.
- Our reception will take place outside of Beth El Temple. We will provide a Kiddush for the congregation.
- Our reception will take place outside of Beth El Temple. We will provide a Kiddush luncheon for the congregation.

4. Do you wish to reserve the Sanctuary for family photos? Please call the BET office to schedule the reservation.

Yes No

If you wish to have the following individuals present, please check their name(s) and confirm with Rabbi Rosen's secretary before booking your photographer for these photos: (Photos are scheduled during the week prior to your simcha)

Rabbi Rosen Rabbi Garber
 Cantor Ness Rabbi Sowalsky

5. If you are having a Saturday evening reception, do you wish to hire members of Beth El Temple USY to serve as coat checkers? (There is a fee of \$125 for this service.)

Yes No

****Note: If you are planning to print a Bar/Bat Mitzvah Commemorative Booklet to be distributed at your child's Bar/Bat Mitzvah, a final draft must be submitted to Rabbi Rosen two weeks prior to the Bar/Bat Mitzvah for approval.**