

Temple Sinai B’Nai Mitzvah Information Forms

Date of Event: _____

Part 1: Family Name(s): _____

Phone Numbers: (Home) _____ (Mother: Cell) _____ (Father: Cell) _____

Email Addresses: (Home) _____

(Mother) _____ (Father) _____

Home Address: _____

Part II: Friday Evening

Will you be hosting a Friday Evening Dinner at the synagogue? (Circle One) YES NO

If No, Please skip to Part III (next page).

Time: Dinner begins: _____ Dinner ends: _____

Number of Guests Expected: Children _____ Adults _____ Total: _____

Requested Location (Please circle) Conference Room Auditorium Bay (over 40 guests)

Who will set up the above room(s)? _____

How many tables and chairs will you need? Tables _____ 60" (seats 10) or 72" (seats 12) Chairs _____

(Please use the diagram on the last sheet to show layout of tables and chairs.)

Will you need Friday morning access to the above room for decorating purposes? (Please circle) YES NO

If yes, when? (Please list date and time) _____

All set-up for Friday evening must be complete by 2:30PM on Friday afternoon.

Caterer: _____ Contact person: _____ Phone # of caterer: _____

Delivery of Food: Date: _____ Time: _____ **Meal (Circle One):** MEAT DAIRY PAREVE

Please Note: *All Food must be delivered before 3PM Friday afternoon.

***Menu must be submitted to the office no less than 2 weeks ahead of the event**

Who will supply tablecloths (you or caterer)? _____

Will food need to be warmed before serving/access to main kitchen? (Circle one) YES NO

Have you hired a server(s)? YES NO

PART III: Shabbat Morning

Family Name: _____

Will you be ordering fresh flowers for the Bimah? (Please circle) YES NO

If yes, who is florist: _____ When is delivery? _____

Will you be ordering "Because We Care" baskets for the bimah? (215.635.4774 to order) YES NO

The B/M fee entitles the B/M family to be listed as the sponsor of the basic Kiddush (cake, cookies and juice for up to 50 guests) which follows the service. This simple Kiddush can be extended into a luncheon at the family's expense.

Will there be an **extended** Kiddush/Luncheon? (Please circle one) YES NO

Number of guests you expect to attend services: _____ adults _____ students

****Please answer this question even if your celebration plans are elsewhere.**

If you answered No to extended kiddush, please skip to Part IV (next page).

If your Kiddush is being sponsored by someone other than yourselves (the BM family), please specify here:

Phone and/or Email of Sponsors: _____

Will the congregation be included in your luncheon? (Please circle) YES NO

Number of Invited Guests: _____

Will you be using Men in the Kitchen to cater your extended Kiddush/Luncheon? (Please circle) YES NO

If using a different caterer, please provide name and phone number:

Caterer: _____ Contact Person: _____ Phone: _____

(Food being served during Shabbat must be delivered to the synagogue before 3:00PM Friday afternoon.)

Delivery of Food: Date: _____ Time: _____

Meal: (Please circle) MEAT DAIRY PAREVE

Full menu is needed in the office no later than 2 weeks before the event or you may attach menu to this sheet

Will the leftover food be stored at Temple Sinai until Sunday morning? (Circle one) YES NO

Music: There are a limited number of musical options available for Shabbat.

*****Please call the main office for more information.***

Please be aware that if candy will be served at your affair, it must be kosher and may not be dairy if the meal being served is a meat meal. This rule also applies to candy which will be used in center pieces, for display purposes or given away as a party favor.

(please attach a complete listing, including candy to be included in center pieces)

Part IV: Saturday Evening Event

Please be aware that no Saturday evening celebration can be planned at Temple Sinai without first consulting with the Rabbi regarding a start time. **A copy of your invitation which includes an evening party must be submitted to Rabbi for approval**. This must be done for any Saturday evening celebration at Temple Sinai.

Families celebrating a B/M service which will take place on Shabbat afternoon (as part of a Mincha/Ma'ariv/Havdalah service) are required to host a Saturday evening affair at the synagogue. For these families and for those who elect to have a Saturday evening affair at the synagogue, as well as for those families whose B/M services will take place on a Sunday morning, we ask that you provide the following information:

Will you be hosting an evening event at Temple Sinai? (Circle one) YES NO

What locations do you need for your main event ? (Circle all rooms that you would like to use)

Auditoriums 1 2 3 Main Hallway (between Sanctuary/Auditoriums) Conference Room

Do you need additional space for your event? (Circle one) YES NO _____

Where will the children be? (Circle one) IN SPACE WITH ADULTS OTHER _____

Will there be special activities for the children? (Circle one) YES NO

Who will be supervising the children? _____

Number of Guests expected: Adults: _____ Children: _____ Total: _____

When will Guests arrive? _____ When will the event conclude? _____

Party Planner/Decorator: _____ Phone: _____

Caterer: _____ Phone: _____

Entertainment:

DJ/Band: _____ Phone: _____

When will they need access to our facilities for set up (date & time)? _____

Will you be Draping? YES NO

If yes, please know that plans must be approved by the Executive Director well in advance.

Are you renting chairs, tables, stools for your event? YES NO

The delivery, storage & setup of these items can be difficult to accommodate. ANY arrangement for this type of rental/delivery MUST BE reviewed by the Executive Director, a minimum of 90 days in advance of delivery and is subject to the Executive Director's approval.

Florist: _____ Phone: _____

When will they need access to our facilities for set up (date & time)? _____

Other Vendor: _____ Phone: _____

When will they need access to our facilities for set up (date & time)? _____

Other Vendor: _____ Phone: _____

When will they need access to our facilities for set up (date & time)? _____

Office Use Only: are there insurance contracts on file for the above vendors? YES NO

If no, which ones still need to send contracts for our files? _____

**Please attach copy of Menu for event
(we ask that you list everything, including candy to be included in center pieces)**

Full menu is needed in office no later than 3 weeks before event.

End of Evening

When are your guests expected to leave? _____

When are the vendors expected to leave? _____

Security

Please be advised: the number of security people hired for an evening event will depend on the number of people attending and the type of activities taking place.

The scheduling of security persons will be arranged by the Executive Director and the cost will be billed separately to the B/M family.