

## **Section 7 – Forms To Be Completed**

The following forms are included:

- Bar/Bat Mitzvah Profile (for the Bulletin)
- Pulpit Flowers and Oneg Shabbat Sponsorship Form
- Video Recording Order Form
- Agreement for Use of Barnert Temple Facilities for Shabbat Dinners
- Gemilut Chasadim Mitzvah Project Form
- Mitzvah Project Collection Form

You may also want to take a look at the following forms for opportunities to commemorate your simcha:

- Tree of Life Form
- Pavers Form

These forms are in the back pocket of your binder.

*Please submit this form to the Temple Office by the 5<sup>th</sup> of the month prior to the bar/bat mitzvah date.*

**Bar/Bat Mitzvah Profile (for the Bulletin)**

Name of Child \_\_\_\_\_

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

Parent(s) Name(s) \_\_\_\_\_

Town \_\_\_\_\_

Tell us a little bit about yourself and your Mitzvah Projects. Attach your profile to this form and send it along with your photo (either printed photo or a digital JPG file). If you have E-mail, please also E-mail your profile in MS Word format to [AliceK1847@barnertemple.org](mailto:AliceK1847@barnertemple.org)

**Remember: Your profile and photo are due by the 5<sup>th</sup> of the month preceding the bar/bat mitzvah.**

**Thanks!**

*Please submit this form to the Temple Office one month prior to the bar/bat mitzvah date.*

## **Pulpit Flowers and Oneg Shabbat Sponsorship Form**

The Sisterhood traditionally orders:

- A special flower arrangement for the bima
- Friday night Oneg Shabbat refreshments (challah, wine/juice, coffee, tea and special desserts)

Each bar/bat mitzvah family sponsors these at a cost of \$300. (A family in financial need should contact Rabbi Frishman.)

If you have any special dessert requests, please contact the Sisterhood representative at least two weeks in advance.

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Name of Child \_\_\_\_\_

Date of Event \_\_\_\_\_ Telephone Number \_\_\_\_\_

Number of guests expected Friday night (i.e., people who would not ordinarily attend our Friday evening worship) \_\_\_\_\_

Number of guests expected Saturday morning \_\_\_\_\_

Name and relationship of FLOWERS sponsor \_\_\_\_\_

Name and relationship of ONEG SHABBAT sponsor \_\_\_\_\_

\$300 check made out to **“The Barnert Temple Sisterhood”** enclosed \_\_\_\_\_

*Please submit this form to the Temple Office at least one month prior to the bar/bat mitzvah date.*

## **Video Recording Order Form**

The Barnert Temple is pleased to announce its exclusive contract with Video Magic, a video service. Any event being video recorded in the Sanctuary must be done through them and arranged through the Temple.

If you would like to have a video recording made of your bar/bat mitzvah service, please return this form with a check made payable to The Barnert Temple. The fee for a DVD of the service is \$350.

Please note that parties in the Social Hall may also be video recorded. You are under no obligation to select Video Magic to video record events in the Social Hall. However, you may use Video Magic if you wish. This would be a separate contract with them, and you should contact them as soon as you have the date of the event.

If you have any questions, please feel free to call me at any time. Thank you.

Sincerely,

Alice Kintisch  
Office Manager

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**This form confirms the use of Video Magic's service for video recording the bar/bat mitzvah service. Enclosed is a check for \$350 to cover the cost of a DVD.**

**Please make check payable to Barnert Temple. Thank you.**

Child's Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Bar/Bat Mitzvah Date \_\_\_\_\_

## **Agreement for Use of Barnert Temple Facilities for Shabbat Dinners**

Due to the popularity of Shabbat dinner hosted by our Temple families, we have established some guidelines. We feel this will make the evening run smoothly. The transition from dinner to the beginning of worship must be handled in a timely fashion, so all Temple members and their guests will be able to participate in the service.

The family using the Temple facilities for a Friday evening Shabbat dinner agrees to comply with the following:

- The family agrees to vacate the space used for the dinner by 7:15 pm.
- The family is responsible for their guests with regard to this Agreement, and agrees to indemnify and hold harmless the Temple for any and all damage or injury to the premises or any person during the course of said dinner, except in the event of negligence on the part of the Temple or its employees.
- The family agrees to keep ALL food and beverages within the confines of the space used for the dinner.
- The rental fee of \$400 will be paid to Barnert Temple.
- The sum of \$180 will be given to Barnert Temple (as a deposit) and refunded within thirty (30) days upon satisfaction of the terms of this Agreement.
- If a caterer is employed by the family, said caterer must provide a Certificate of Insurance acceptable to the Temple.

I have read this Agreement, understand it will comply with the rules therein.

Date of Shabbat Dinner \_\_\_\_\_

Signature of Temple Family Member \_\_\_\_\_

Date \_\_\_\_\_

*Please submit this form to the Religious School Office 12 months prior to the bar/bat mitzvah date.*

## **Gemilut Chasadim Mitzvah Project Form**

Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Bar/Bat Mitzvah Date \_\_\_\_\_

I will be doing my ongoing volunteer service project for the following organization:

Name of organization \_\_\_\_\_

Address of organization \_\_\_\_\_

\_\_\_\_\_

Telephone Number of organization \_\_\_\_\_

This is what I will be doing:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please submit this form to the Religious School Office approximately two months prior to the bar/bat mitzvah date.*

## **Mitzvah Project Collection Form**

Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Bar/Bat Mitzvah Date \_\_\_\_\_

I will be collecting the following items \_\_\_\_\_

\_\_\_\_\_

The items will be donated to the following organization \_\_\_\_\_

\_\_\_\_\_

The collection will take place (please check one):

- On the day of my bar/bat mitzvah by invited guests
- In my community at \_\_\_\_\_

### **Sample Insert for Your Invitation**

A number of parents have asked us to provide a sample “insert” that explains their child’s Mitzvah Project Collection and that they could include in their invitation. Here is a sample that you can customize as appropriate:

Dear Family and Friends,

As part of my bar/bat mitzvah, I am asked to take on a Mitzvah Project Collection. On the day of my bar/bat mitzvah, I will be collecting \_\_\_\_\_. These will be donated to \_\_\_\_\_. I chose this collection because \_\_\_\_\_. I’m asking you to help make this collection a success by bringing \_\_\_\_\_ with you to my bar/bat mitzvah. Thanks!