Congregation Ohr HaTorah
B'nei Mitzvah Logistics Form

Bar/Bat Mitzvah Name _____
Last First Middle

Date of Service _____

Time You Will Arrive _____

Number of Expected Guests _____
(Three rows on the front left side and three rows in the center will be reserved for guests who are participating in the service.)

Number of Children _____
(Childcare may be suggested if more than 10 children under age 9 are in attendance)

Photos, Video
Has your photographer and/or videographer agreed to, signed and returned the Ohr HaTorah Photography Policies? _____

Flowers
Please have the flowers delivered and in place by 8:00 AM. Know the time of delivery and location you want for each floral arrangement, and your plans for flower removal after the service. OHT can dispose of the flowers if you wish.

LUNCH REQUESTS (if having luncheon at Ohr HaTorah**)**

Number of Guests _____

Number of Tables (10 people/Table): _____

Table Decorations: (you may provide small centerpieces for each table) _____

_____

Clean-Up Arrangements _____

_____

_____

EVENING RECEPTION
Location: (list address and exact directions) _____

_____

_____

_____

Time:_____

Phone Number: _____

Contact Name: _____

Please list any other requirements you might have for the celebration so that we may be as helpful as possible towards making your simcha go smoothly.