

The information on these forms is what we need for your Friday night and Saturday morning Orders of Service. Our preferred method would be to receive this information via email. Email Julie at jmarquis@nevehshalom.org and Marci at matkins@nevehshalom.org If this is inconvenient, please complete these forms and bring them to the office **THREE WEEKS** prior to your event.

Name of Bar/t Mitzvah (include middle name) _____

Date of event: _____ Your Email address: _____

FRIDAY

Names of Participants:

Candle Lighting _____

Tallit Presentation _____

Ark Openers _____

Sitting on the Bima _____

Adon Olam _____

SATURDAY

Special presentations (eg 13 Mitzvot, PJA) _____

Sitting on the Bima _____

Special Prayers _____

Adon Olam _____

Candy Throwing ? yes no

Location of Luncheon Birnbach Hall Vestry behind Sanctuary

Have you...

Selected color for program? What is it? _____

Selected a graphic for program? What is it? _____

Submitted two paragraphs for text? (ie "About Sarah" and "Special Thank you's")

Number of guests anticipated Friday night _____ Saturday morning _____

Additional information:

If you and/or your guests need child care, you must call the office staff at least 3 business days prior to Shabbat so that arrangements can be made. Call 503.246.8831. ext 100. An additional fee may be charged to you.