

Forms Checklist:

All of the following forms can be found in the appendix of this handbook. Please fill them out and unless otherwise indicated, please return them to the Temple Administrator. The due dates for these forms correspond to the Bar/Bat Mitzvah date, so please make sure to return them on time.

- ___ Temple Policies Agreement Form (ASAP after receiving this Handbook)
- ___ Temple Facility Rental Agreement and Form (2 months prior)
- ___ Special Events Form (10 days prior)
- ___ Mitzvah Project Proposal (4 months prior) *to the Rabbi
- ___ Honors Guide (1 month prior) *to the Rabbi
- ___ Jewish Chronicle Information Sheet (1 month prior)
- ___ End of B'nai Mitzvah Survey (up to 1 month after)