



# *Mandon Productions*

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## **BAR - BAT MITZVAH ASSIGNMENT CONTACT SHEET**

Thank you for selecting us to be part of your special day. This sheet will provide us with a reinforcement of the basic information so that we can have a easy means of tracking everything doing with our assignment. Especially important are the local numbers in case you are one of our many clients who are coming from out-of-town and using our firm's services. It will only take a few minutes and will greatly enhance our ability to serve you.

**Child's Name** : \_\_\_\_\_  
**DATE OF EVENT** : \_\_\_\_\_  
**Mother's Name** : \_\_\_\_\_  
**Father's Name** : \_\_\_\_\_  
**Parent's Home address** : \_\_\_\_\_  
\_\_\_\_\_  
**Parent's home phone** : \_\_\_\_\_  
**Mother's work phone** : \_\_\_\_\_  
**Mother's fax phone** : \_\_\_\_\_  
**Father's work phone** : \_\_\_\_\_  
**Father's fax phone** : \_\_\_\_\_  
**Mock Ceremony Date/Time** : \_\_\_\_\_  
**Ceremony Facility** : \_\_\_\_\_  
**Ceremony Address** : \_\_\_\_\_  
\_\_\_\_\_  
**Time of Ceremony** : \_\_\_\_\_  
**Reception Hall** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
\_\_\_\_\_  
**Time of Reception** : \_\_\_\_\_