

## **JRC B'nai Mitzvah Service Logistics and Policies**

**All deliveries (food, flowers, booklets, etc.) must be made before 1 p.m., Friday afternoon or 9 a.m., Saturday morning.** Arrangements are to be made through the office. The building closes at 1 p.m. on Fridays, so please plan accordingly.

**Photography by professionals or guests is strictly prohibited during the service.** Please contact the JRC office to schedule photo before/during the rehearsal or at a mutually convenient time.

**JRC has a closed circuit video camera that may be used by trained professionals during the service.** Please contact the JRC office for more information and referrals.

**Arrive at least one hour before the service** in order to check on last-minute changes, prepare the kiddush, confer with the Rabbi, tutor, Cantor, etc.

**Ushers should arrive by 9:30 a.m. and greet guests until 10:30 a.m.** Ushers should sit near the doors to assist latecomers.

**Services are held on Shabbat at promptly 10:00 a.m. in the main sanctuary.** The service is open to all members of our JRC community.

**Replenish the kippot supply** by purchasing a minimum of two dozen.