



Photographer and Videographer's Schedule
 Bar / Bat Mitzvah Information
 (Please Print)

Corporate Office
 300 Enterprise Lane
 Colmar, PA 18915
 Phone: 215-572-8900
 Fax: 215-822-7089
 Email: photography@mjsphotostudio.com

Event Day		Event Date
Name	Nickname	
Address		
City		
State	Zip	
Home Phone () -		
Mother's Work Phone () -	Father's Work Phone () -	
Mother's Cell Phone () -	Father's Cell Phone () -	
E-mail	E-mail	

Are you having a Candle Lighting Ceremony <input type="checkbox"/> yes <input type="checkbox"/> no
List tables you want photographed. Please note that any tables taken must be purchased in addition to Contract agreement. _____ _____
Sit down or Buffet _____
Please note: It may be impossible to Photograph tables if there is a buffet. Please check with the Studio.
Any restrictions photographing family? _____ _____ _____

Synagogue Coverage Will formal portraits be taken at this time? Yes No
 (If so, please add 1/2 hour to the coverage)

Date of coverage ___/___/___	Time of coverage ___:___
Place _____	Address _____
City _____	State _____ Zip _____

Reception Coverage

Place:	Number of Guests
Address	Phone:
City	State Zip
Photographer's Start ___:___ to ___:___	(1 Hour before Cocktails)
Cocktail Hour Times ___:___ to ___:___	
Reception Times ___:___ to ___:___	
Time Photographer may leave ___:___	Orchestra or D.J.

Comments:

**Please allow 30 minutes for Photographer's time at the synagogue coverage.
 The better informed we are beforehand, the smoother your event will be that day!**



Photographer and Videographer's Schedule
Bar / Bat Mitzvah Information
(Please Print)

Corporate Office
300 Enterprise Lane
Colmar, PA 18915
Phone: 215-572-8900
Fax: 215-822-7089
Email: photography@mjsphotostudio.com

Photography - Family Groups

Bar/Bat	Mother's Grandparents
Mother	Father's Grandparents
Father	Mother's Sister or Brother & Family
Bar/Bat's Sister or Brother & Family	Mother's Sister or Brother & Family
Bar/Bat's Sister or Brother & Family	Father's Sister or Brother & Family
Bar/Bat's Sister or Brother & Family	Father's Sister or Brother & Family
Mother's Parents	Other Special People or Groups
Father's Parents	Other Special People or Groups

REQUESTED SHOTS WITH GUESTS

List here all Family and Friends outside of the Immediate Family with whom you would like posed photographs.
(i.e. Grandparents, Uncles, Siblings, Children etc.)

List in Order of Importance

Studio Use

- _____ Special Request _____
- _____ Special Request _____
- _____ Special Request _____
- _____ Special Request _____
- _____ Special Request _____
- _____ Special Request _____
- _____ Special Request _____
- _____ Special Request _____

Please note the photographer will do everything they can to fit in all requests; *But not all Shots are Guaranteed!
***It will be your responsibility that day to make sure the photographer is informed as to who the important family and friends are!**

VIDEO INFORMATION CHECKLIST
This information helps our videographer and editors
create your video as you envisioned it.

Have I included the invitation?	<input type="checkbox"/> yes <input type="checkbox"/> no
Have I included and numbered the growing up pictures?	<input type="checkbox"/> yes <input type="checkbox"/> no
Can we videotape the ceremony?	<input type="checkbox"/> yes <input type="checkbox"/> no
Interviews at cocktail hour?	<input type="checkbox"/> yes <input type="checkbox"/> no
Interviews at tables?	<input type="checkbox"/> yes <input type="checkbox"/> no
Strobes or slow motion during dancing?	<input type="checkbox"/> yes <input type="checkbox"/> no
Special effects and inserts?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is there anyone else at the Bar/Bat Mitzvah that we should be aware of? _____ _____	
Table Shots? If only some, which ones? _____ _____	

PLEASE READ

Everyone here at MJS Studios wants your day to be perfect. In order for us to ensure you get the best out of your photography there are certain things that we ask for you to keep in mind leading up to and throughout the day.

- The photographer will require cooperation from you and your guests. This is important for posed shots to look their best.
- Lateness and lack of time will affect how many shots the photographer will be able to take; such factors are beyond their control, so let them know what shots are important to you if you think you might run out of time.
- The photographer can only use the location settings that are available that day, i.e. if you do not like the wallpaper at one of your sites, it will not be the photographer's responsibility to provide a new backdrop so please plan accordingly.



Photographer and Videographer's Schedule
Bar / Bat Mitzvah Information
(Please Print)

Corporate Office
300 Enterprise Lane
Colmar, PA 18915
Phone: 215-572-8900
Fax: 215-822-7089
Email: photography@mjsphotostudio.com

Studio Use **Check Here** **At Synagogue Coverage: Poses indicated may be taken in addition to those set by the Rabbi.**

- _____ _____ Bar/Bat receiving tallis from parents (if tallis not available use Prayer Book)
- _____ _____ Bar/Bat with Parents looking at camera
- _____ _____ Bar/Bat with mother looking at camera
- _____ _____ Mother adjusting Tallis on Bar/Bat
- _____ _____ Bar shaking hands with Father or Bat and father looking at each other
- _____ _____ Bar/Bat and father looking at camera
- _____ _____ Bar/Bat and Sisters and Brothers
- _____ _____ Bar/Bat and Family standing by Arc looking at camera
- _____ _____ Bar/Bat reading Torah
- _____ _____ Bar/Bat and Rabbi reading Torah
- _____ _____ Rabbi blessing Bar/Bat Mitzvah
- _____ _____ Bar/Bat reading Prayer Book by open Arc
- _____ _____ Bar/Bat reading Prayer Book by stained glass window

Portraits and Family Groups

- _____ _____ Bar/Bat Mitzvah boy or girl alone
- _____ _____ Bar/Bat and Mother
- _____ _____ Bar/Bat and Father
- _____ _____ Bar/Bat and Parents
- _____ _____ Parents alone
- _____ _____ Mother alone
- _____ _____ Father alone
- _____ _____ Bar/Bat and Sisters and Brothers
- _____ _____ Bar/Bat's Sister or Brother: Name _____
- _____ _____ Bar/Bat's Sister or Brother: Name _____
- _____ _____ Bar/Bat's Sister or Brother: Name _____
- _____ _____ Bar/Bat and Mother's Parents
- _____ _____ Mother's Parents alone
- _____ _____ Bar/Bat and Father's Parents
- _____ _____ Father's Parents alone
- _____ _____ Bar/Bat and Mother's Grandparents
- _____ _____ Mother's Grandparents alone
- _____ _____ Bar/Bat and Father's Grandparents
- _____ _____ Father's Grandparents alone
- _____ _____ Bar/Bat Immediate Family (Bar/Bat, Parents, Sisters and Brothers)
- _____ _____ Bar/Bat Immediate Family with Grandparents (and Great Grandparents)
- _____ _____ Mother's Sister or Brother & Family: List _____
- _____ _____ Mother's Sister or Brother & Family: List _____
- _____ _____ Mother's Sister or Brother & Family: List _____
- _____ _____ Father's Sister or Brother & Family: List _____
- _____ _____ Father's Sister or Brother & Family: List _____
- _____ _____ Father's Sister or Brother & Family: List _____
- _____ _____ Other Special People or Groups: List _____

Studio Use **Check Here** **At Reception**

- _____ _____ Cocktail Room
- _____ _____ Place card table
- _____ _____ Sign-in Board
- _____ _____ Reception Room
- _____ _____ Cake Photograph
- _____ _____ Individual table
- _____ _____ Cocktail Hour Candid Shots
- _____ _____ Parents entering room
- _____ _____ Sisters and Brothers entering room
- _____ _____ Bar/Bat Mitzvah entering room
- _____ _____ Candle Lighting Ceremony: Please indicate the number of candles to be lit _____
- _____ _____ Blessing over the Bread
- _____ _____ Blessing over the Wine
- _____ _____ Toast
- _____ _____ Bar/Bat Mitzvah's Welcoming Speech
- _____ _____ Bar Mitzvah dancing with Mother / Bat Mitzvah dancing with Father
- _____ _____ Parents dancing
- _____ _____ Mother's Parents dancing
- _____ _____ Father's Parents dancing
- _____ _____ Others you wish photographed dancing: Please List _____
- _____ _____ Parents toasting each other at table
- _____ _____ Parents greeting their guests at the tables
- _____ _____ Tables:
- _____ _____ Bar/Bat Mitzvah table: Please list number _____
- _____ _____ Parent's table Please list number _____
- _____ _____ Other tables: Please list numbers and supply a room diagram showing table #'s
- _____ _____ Group dancing
- _____ _____ Cake Cutting
- _____ _____ Buffet table as guests are being served (if available)
- _____ _____ Candy Cart with Bar/Bat Mitzvah (if available)
- _____ _____ Dessert table with guests being served (if available)
- _____ _____ Sundae Bar with Bar/Bat Mitzvah (if available)
- _____ _____ Fun pictures of children
- _____ _____ Other candid photographs requested: Please list _____
- _____ _____ Bar/Bat Mitzvah waiving goodbye

NOTES: _____

Please note the photographer will do everything they can to fit in all requests; *But not all Shots are Guaranteed!
***It will be your responsibility that day to make sure the photographer is informed as to who the important family and friends are!**