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# Temple Rodeph Torah

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PO Box 125, Marlboro, NJ 07746  
Fax 732-294-0232

Dear Photographer,

We are pleased you will be at this family's Bar/Bat Mitzvah to preserve the wonderful memories of the occasion. We offer our help in any way possible, and we look forward to working with you.

The most important goal for all of us is to make this celebration as enjoyable and as special as we can. To do this, we have asked the family to read this letter and then to pass it on to you. These rules for photography during our services were created to make the entire occasion flow as smoothly as possible. They were *not* designed to make your work impossible. We hope you find them acceptable and easy to work with.

We will be happy to arrive early on the day of the Bar/Bat Mitzvah, so you may photograph the family and the Torah close-up prior to the service. *Due to scheduling and building-use conflicts, the sanctuary is not available for picture-taking on other days of the week.*

***Please observe the following:***

If you will be present in the sanctuary, please dress appropriately; that is, no uniforms or "work clothes." Even if you will leave before the service begins, please respect the dignity of the sanctuary.

By 9:45 a.m., we ask that you remove all equipment, cases, ladders, tripods and supplies from the sanctuary and the front lobby. The custodian will show you where to store things if you will remain for the service. If you move anything around in order to take pictures, please leave it as you found it.

Since the service is the most important part of the day, we insist that you not block the view of any member of the congregation. During the service you may take photographs ***from the back of the room, behind the last row of chairs.*** No flash or movie lights may be used during the service.

During the service, if you need to work on your equipment or otherwise make noise above that of taking the pictures, please do so outside of the sanctuary.

When the service ends, we leave through the back of the sanctuary. Please be ready to move from this area as soon as we finish the service.

Changes to any of these guidelines can only be made in consultation with one of us. If you have any questions about these guidelines, or any aspect of our service, please feel free to contact us.

Thank you for your help.

Rabbi Donald A. Weber

Cantor Joanna Alexander

*I have read and agree to abide by these guidelines.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Studio Name*

\_\_\_\_\_  
*Date of Bar/Bat Mitzvah*

\_\_\_\_\_  
*Family Name*