



Mandon Productions

4 Raleigh Close
Middletown, NY 10940

Phone: 800-843-3639
Fax: 845-342-3904
Email: info@mandon.com

BAR - BAT MITZVAH / QUINCE ANOS 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 : _____