

B'nai Mitzvah Planning Timeline

1 Year before B'nai Mitzvah

- Begin making specific arrangements for your celebration
- Look over information in Facility Use Application in the online guide at bit.ly/2DXe7y1 and note on your calendar when to submit for Board approval if you plan to use the Activity Center for mitzvah party
- Make arrangements to pay all dues owed to the Temple. Families with financial hardship may speak to the Financial Secretary, Steve Gold.

8 Months – 1 year before

- Attend B'nai Mitzvah University
- Attend services 2x/month
- Meet with caterer, musicians/DJ, florist, photographer, etc. as necessary. Please check the B'nai Mitzvah Guide or contact Kym Klapperich for a list of parents who can provide recommendations.
- Reserve block of rooms at hotel for out of town guests/relatives
- Return Facility Use Application with check for total amount of fee to the Temple office so the Administrative Assistant can reserve the Activity Center (if using for party) on your selected date. Include set-up date, as well.

6 Months

- Discuss with your child the Tikkun Olam project that would fit his/her interest and talents.
- Discuss project with Rabbi Rose
- Begin to work on your written program, if you choose to do one.

4 Months Before

- Finalize guest list
- Order invitations
- Order kippot and tallis from Sisterhood Gift Shop

2-3 Months Before

- Choose ushers and assign Aliyah honors
- Choose Board representative for both Friday night and Saturday morning
- Choose Sisterhood representative
- Notify Temple office of your Board representative only
- Notify Rabbi of both representatives

6 weeks - 2 months Before

- Mail invitations
- Submit invitation to Temple office so it can be inserted in bulletin (deadline is 10th of month prior to mitzvah) and/or Enews (week of mitzvah)

1 Month Before

- Select attire for weekend
- Did you reserve the Activity Center for the party? If not, notify the Administrative Assistant so she can alert our tenant, Hope Academy

Week of

- All supplies dropped off before noon on Friday

Day of

- Take sanctuary photos no later than 90 minutes before service. Photos must be completed no later than 30 minutes before service
- Arrive at the service at least 30 minutes before the announced starting time
- Relax; take a deep breath, and mazel tov!

After the Bar/Bat Mitzvah Day

- Clean up Activity Center (if used for party) within 48 hours after party
- If unfinished, complete *Tikkun Olam* project.
- Write thank you notes.
- Continue attending Religious School and Shabbat services.