

# **Program Booklet**

## **What is the program booklet?**

Most B'nai Mitzvah at CBI occur during Saturday morning services, a time when our community also comes to join you and your community at your child's b'nai mitzvah. This program provides everyone with important information about the day: your child's name, the date of the day, your child's Torah portion, who is receiving honors, and more. The program is handed out at the door to orient everyone to the big day.

## **When should I do this?**

It is best to get this started **1-2 months before the B'nai Mitzvah.**

## **How do I design it?**

You may use the template links on the webpage for the B'nai Mitzvah program. There is the option to write the date and name of the b'nai mitzvah in Hebrew. If you need assistance typing in Hebrew, let the Coordinator know so they can assist you.

## **How do I print them?**

The printing of the brochure is the responsibility of the family. We suggest using Paradise copies, the local print shop!

Please email a digital copy to the coordinator by the Wednesday prior to the event for inclusion in the CBI weekly newsletter.

## **Then what?**

Make sure to bring them to CBI before the event or bring them with you on the day of, and have greeters hand them out at the door!