

Bnei Mitzvah Timeline

	Christa/Administrative	Rabbi Sammy/Speech	Morah Jessie/Tutoring
Before 6th Grade	Set date on the calendar (Step 2)	Discuss with Rabbi best of 3 dates (Step 1)	
13 months before the Bar/Bat Mitzvah	Reminder letter/invitation to meet		
12 months before the Bar/Bat Mitzvah	Meet to discuss payment/payment plan/party possibilities and policies	Family Appointment (1 hour)	
11 months before the Bar/Bat Mitzvah		Student Appointment to discuss process of becoming Bar/Bat Mitzvah (45 minutes)	Set appointment to start weekly tutoring
10 months before the Bar/Bat Mitzvah			Start weekly appointments (generally 30 minutes)
9 months before the Bar/Bat Mitzvah			Tutoring
8 months before the Bar/Bat Mitzvah			Tutoring
7 months before the Bar/Bat Mitzvah			Tutoring
6 months before the Bar/Bat Mitzvah			Tutoring
5 months before the Bar/Bat Mitzvah			Tutoring
4 months before the Bar/Bat Mitzvah	Submit kiddush and party plan kiddush and party plans/guest count	- Family meeting to discuss honors (1 hour) - Monthly meeting with student (45 minutes)	Tutoring
3 months before the Bar/Bat Mitzvah		Monthly meeting to study/prep speech (45 minutes)	Tutoring
2 months before the Bar/Bat Mitzvah		Monthly meeting to study/prep speech (45 minutes)	Tutoring
1 months before the Bar/Bat Mitzvah	Submit honors list through google doc. Submit final party plans 1 week before the Bar/Bat Mitzvah	Monthly meeting to study/prep speech (45 minutes)	Tutoring
The Bar/Bat Mitzvah	Yippee!	Hooray!	Mazal Tov!
1 month after the Bar/Bat Mitzvah and beyond		Appointment with family to "debrief" (1 hour)	High Holiday & Shabbat Torah Reading, Madrichim, 8 th grade class, and USY.