

BAR/BAT MITZVAH PARENT CHECKLIST

**Please refer to the Bar/Bat Mitzvah Journey document
for other important information**

NINE months before Bar/Bat Mitzvah, if you haven't already:

- ☐ Reserve the Beth Am Social Hall and/or outside facility for *Kiddush* lunch and/or celebration. Be sure to contact the partner family (if your child is partnered) to coordinate this reservation.
- ☐ If you choose to have your event at Beth Am, contact setup@betham.org to reserve the Social Hall for a *Kiddush* lunch or celebration.
- ☐ If you would like to have a family dinner at Beth Am the Friday night before your child's Bar/Bat Mitzvah, contact setup@betham.org to inquire about reserving space.
- ☐ Reserve caterer or food provider, if desired.
- ☐ You are strongly encouraged to purchase the *tallit* for your Bar/Bat Mitzvah child.

SIX months before Bar/Bat Mitzvah:

- ☐ Order invitations, kippot, DJ, photographer, if desired. If you do not have a caterer, and need linens, order now.
- ☐ Throughout the next six months, consider attending B'nei Mitzvah services, even of students you may not know, in order to become more comfortable with the service.

TWO months before Bar/Bat Mitzvah:

- ☐ Touch base with caterer, photographer, DJ and rental company.
- ☐ Begin preparing decorations, if applicable.

SIX weeks before the Bar/Bat Mitzvah:

- ☐ You will receive a notice to usher for a Bar/Bat Mitzvah prior to your child's service. Please note that families are not always scheduled to usher the week immediately preceding their child's service.

As a reminder, you can write the date you will usher here: _____

ONE month before Bar/Bat Mitzvah:

- ☐ Order flowers or prepare the *Tzedakah/Tikkun Olam* project arrangement for the *bimah* (example: books, canned goods, etc.), if desired.

FRIDAY BEFORE Bar/Bat Mitzvah

- ☐ Family practice is typically from 11:00 AM to 1:00 PM.
Please note: Participants are only the Bar/Bat Mitzvah and parents, not siblings, grandparents or any other family members, even those with honors in the service.

FRIDAY NIGHT BEFORE Bar/Bat Mitzvah:

- ☐ Any food, linens or other items that you bring or have delivered should be labeled with your name and placed in the Social Hall Kitchen.

DAY OF Bar/Bat Mitzvah:

- ☐ Photography needs to be completed by 10:00 AM

Take a big deep breath and enjoy the day!

**For answers to your questions or to reserve Beth Am facilities,
please call (650) 493-4661 or email:**

setup@betham.org

scheduling the Social Hall, Beit Kehillah, Conference Room, resource lists, room set-ups and facility questions

bneimitzvah@betham.org

information and general questions regarding the B'nei Mitzvah process