

# B'NAI MITZVAH HANDBOOK



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# BECOMING A *B'NAI MITZVAH*

One of the greatest possible honors in the synagogue is given to Jewish children at the age of 12 or 13 when they become a *B'nai Mitzvah*. It is important to note that one does not have a *B'nai Mitzvah*, rather one becomes a *B'nai Mitzvah*. Becoming a *B'nai Mitzvah* is a meaningful milestone in Jewish life. At this point, a child is ready to participate in the Shabbat service, to read from the Torah, to perform *mitzvot*, and to assume adult responsibilities within the Jewish community.



The process of becoming a *B'nai Mitzvah* is not easy. It takes years of study and practice to acquire the knowledge and skills needed to achieve this milestone. For many children the process of becoming a *B'nai Mitzvah* may be among their greatest challenges and most significant accomplishments up to that point. As your child stands in front of family and friends confidently reading from the Torah and beautifully chanting *Haftarah*, it becomes clear that this is a transformational moment.

Becoming a *B'nai Mitzvah* is the beginning of an important journey of ongoing learning that continues through Confirmation and into Jewish adulthood. It is through the process of becoming a *B'nai Mitzvah* that students learn of their responsibility to God as expressed through ongoing Jewish study, worship within the synagogue, and the pursuit of justice. These are the values that strengthen and sustain the Jewish community.

## OBTAINING A *B'NAI MITZVAH* DATE

Securing the date for your child's *B'nai Mitzvah* is one of the first steps in planning for this important lifecycle event. Your child's *B'nai Mitzvah* date is typically based on their birthdate.

Each year just before the start of the calendar year, Congregation Shalom identifies the children who will be turning 10 years old during the year.

A letter along with a calendar is sent to these families requesting the family's top date choices. The *B'nai Mitzvah* service is usually held on a Saturday morning. A fewer number of *B'nai Mitzvah* dates are available on Saturday evenings during the winter months.

Upon receipt of your top date choices, staff at Congregation Shalom finalize the *B'nai Mitzvah* calendar for the year. In assigning *B'nai Mitzvah* dates, every effort is made to accommodate each family's request. Should more than one family request the same date, priority is given to the family that requested the date first. We greatly appreciate your patience, understanding and flexibility as we work to coordinate this schedule.

Once a child's *B'nai Mitzvah* date is finalized, each family is asked to make a deposit toward the total *B'nai Mitzvah* fee. This fee can be found in Appendix 5.

After the deposit is paid, each family will receive a letter confirming their assigned date.

*B'nai Mitzvah* families are expected to remain current in all appropriate annual commitment, building funds and other fees. If this is not possible, rather than forfeit their *B'nai Mitzvah* date, families are encouraged to contact the Executive Director to develop a mutually agreeable plan to meet the family's financial obligations.

## REQUIREMENTS TO BECOME A B'NAI MITZVAH

In order to qualify to become a *B'nai Mitzvah*, a student is generally expected to:

- Be a member of Congregation Shalom for at least two years prior to their *B'nai Mitzvah* date or transfer membership from another synagogue.
- Enroll in Religious School and Hebrew School at Congregation Shalom or be enrolled at MJDS and recently completed four years of Hebrew instruction (or its equivalent) as approved by the Director of Congregational Learning. Your child should continue to be enrolled in school at Congregation Shalom at least through their *B'nai Mitzvah* date.
- Attend at least three Friday evening or Saturday morning Shabbat services in the year prior to becoming a *B'nai Mitzvah*.

## MEETINGS TO PREPARE FOR THE B'NAI MITZVAH

### The Kallah

■ The first meeting you and your child will be asked to attend is the *Kallah*. All the children who will become a *B'nai Mitzvah* in a particular year are brought together for this group meeting. The group meeting provides an opportunity for parents and children who are at



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a similar point in their Jewish learning to meet each other. The meeting helps families understand what they can expect in the final year of preparation to become a *B'nai Mitzvah*.

### Meetings with the Rabbi

■ Approximately 9 months before the *B'nai Mitzvah* date, you and your child will meet with the senior rabbi to review the *B'nai Mitzvah* process, answer questions and address concerns. During this meeting, the rabbi discusses the meaning of Jewish study. The child's Torah and *Haftarah* portion are assigned and reviewed. Other topics covered include participating in a *Tikkun Olam* project and attending Shabbat services prior to the child's *B'nai Mitzvah*.

■ About eight to ten weeks before the *B'nai Mitzvah* service, you and your child attend a second meeting with the rabbi. This meeting focuses on your child's Torah portion and the aspects of the portion your child would like to address in their *D'var Torah* (speech). At this meeting, the family is asked to think about how many individuals will be called up to the *bimah* to do *aliyot* during the service.

■ The third meeting, held before the ceremony, is primarily for the benefit of your child, although you also may attend. Your child and rabbi explore the meaning of the Torah and *Haftarah* portion, especially as they relate to your child's life and beliefs. Your child receives feedback from the rabbi on the rough draft of their *D'var Torah* and helps your child prepare the final version.

■ In the two weeks before the *B'nai Mitzvah*, your child participates in 2 rehearsals in the Sanctuary. These are scheduled by the rabbi's assistant several months in advance. Your child should bring their own copy of the prayerbook, *Mishkan T'filah*, to the meeting along with a list of the names of those participating in the ceremony. Please also bring the Hebrew names for all people given an *aliyot*. The final rehearsal occurs a couple of days prior to the ceremony and is the last step in preparing for the big day!



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## SHARING THE NEWS OF YOUR CHILD BECOMING A B'NAI MITZVAH

We encourage you to share the news that your child is becoming a *B'nai Mitzvah* with the greater community. At Congregation Shalom, we regularly include information about each child who is becoming a *B'nai Mitzvah* in our monthly newsletter, the Shofar. Please submit your child's information to Congregation Shalom's office using the form that can be found on page 19.

The deadline for submission of the form is the 1st of the month prior to their *B'nai Mitzvah* date. Should you also be interested in submitting your child's *B'nai Mitzvah* information to the Wisconsin Jewish Chronicle, please complete and submit the form that can be found on page 21.



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### Meetings with the Cantor and Tutors

■ Tutorials begin about 9 months before the *B'nai Mitzvah* date. The cantor will contact each family to set up the weekly tutorial schedule. Your child should bring their personal copy of the prayerbook, *Mishkan T'filah* to each tutorial as well as the materials provided by the rabbi at the first meeting (each child should have received their own copy of the prayer book at *Siyyum HaSefer*). If you are not able to locate your child's copy, please contact the rabbi's office.

■ Students will receive recordings and additional material from the cantor. Parents should plan to attend the first tutorial session and are invited to attend other sessions. Please contact the cantor's office in advance if any appointments will be missed or need to be rescheduled.

### These study sessions prepare students to:

- Read their Torah portion, a specific selection from one of the Five Books of Moses (Genesis, Exodus, Leviticus, Numbers, and Deuteronomy) that is assigned based on the child's *B'nai Mitzvah* date.
- Chant their *Haftarah* portion. The *Haftarah* portion comes from the prophetic section of the Bible and is linked to the Torah portion by similarity of content.
- Recite other appropriate prayers.

**Note:** Please be aware that tutorial classes are separate from and should not conflict with your child's Hebrew School schedule. Please keep this in mind when setting up your child's schedule.



# THE *B'NAI* MITZVAH CEREMONY

## OFFICANTS

A rabbi and cantor will officiate during the service. Typically, the rabbi and cantor will determine the nature of the service and its music, however, families may request that specific musical pieces be incorporated into the service.

## FAMILY PARTICIPATION

Immediate family typically participate in the service by reading prayers, giving speeches, or performing other honors. Members of the immediate family may sit on the *bimah* during the service. Please speak to the rabbi if you wish to include other participants in the service.

## HONORING FAMILY AND FRIENDS WITH *ALIYOT*

An *aliyah* is the blessing that is recited before and after the Torah is read. This honor usually is bestowed upon close relatives or friends. The family should arrange three to seven *aliyot* after discussion with the rabbi at their one-on-one meeting. An *aliyah* can be recited by an individual or by a group. People given *aliyot* may learn the blessings by listening to the recordings on Congregation Shalom's website or by obtaining a print copy (in Hebrew or with transliteration) from the rabbi's office.



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## *DIVREI KODESH* (WORDS OF HOLINESS)— PARENTS' SPEECH

If they wish, parents are invited to bless their child during the ceremony. During their speech, parents typically praise their child, offer words of encouragement and share their hopes for their child's future. This is a very meaningful part of the ceremony. We ask that you keep your speech to **3-5 minutes** in length and that words and anecdotes chosen be respectful of your child's entrance into Jewish adulthood and be reflective of the sanctity of Shabbat. Speeches may be given individually or jointly by the parents.

## THE ROLE OF USHERS DURING THE CEREMONY

Celebrants are encouraged to identify at least two ushers to arrive at temple 30 minutes before the service begins and perform the duties described below.

Before services, ushers greet guests, distribute prayerbooks, and direct guests to their seats. Ushers also can distribute assistive hearing devices.

During the service, ushers control movement into and out of the sanctuary. They assist latecomers in finding seats and when distributing the prayerbooks, show guests the page of the prayer that is being recited. After the service and once those on the *bimah* have departed, the ushers open the doors so worshippers can leave the sanctuary. Ushers collect prayer books and assistive hearing devices from the guests leaving the sanctuary.

## SANCTUARY PROTOCOL

Celebrants and guests may wear *kippot* and *tallitot* in the sanctuary if they wish to do so. Celebrants often purchase customized *kippot* for their guests to wear. We encourage the attendance of your child's friends at the ceremony. If more than 10 friends are expected to attend, we ask that you identify at least one adult who will supervise them.

## SHARING THE B'NAI MITZVAH WITH THOSE NOT ABLE TO ATTEND IN PERSON

Congregation Shalom has equipment in the sanctuary for livestreaming the service. This makes it possible for people to experience the *B'nai Mitzvah* virtually. It is also possible to use Zoom in the sanctuary if there is someone who wishes to participate in the *B'nai Mitzvah* but is unable to be in the sanctuary.

## SHARING YOUR SIMCHA WITH THE COMMUNITY

A child becomes a *B'nai Mitzvah* within the context of the synagogue community. One way to share your *simcha* with the synagogue community is to sponsor a *Kiddush* or *Oneg* in celebration of your child's accomplishment. A *Kiddush* can occur on a Friday night before services or a Saturday morning. An *Oneg* can be scheduled following a service on a Friday night. Please see the Sponsorship Form on page 23 for details about these opportunities.



## MEMORIALIZING THE B'NAI MITZVAH

### Recording of Your Child's *B'nai Mitzvah*

Congregation Shalom is able to record your child's *B'nai Mitzvah* and provide a copy of the recording to you. The recording can be done either with or without a videographer. Please discuss this with Congregation Shalom's event coordinator prior to the day of the *B'nai Mitzvah*.

### Photographer

Pictures create a beautiful memory of a *B'nai Mitzvah* ceremony. For best results, they should be taken by a professional photographer or someone with experience photographing these types of events. If you hire a photographer, discuss in advance every service to be provided and all costs to be incurred, and obtain references. Keep in mind that no photographs may be taken during the actual service. Pictures of a simulated service and pictures with immediate family members may be taken in the Sanctuary one hour prior to the actual service. If you would like the rabbis or cantor to be in your pictures, please make arrangements directly with them.

## ADDING MEANING TO THE B'NAI MITZVAH

### *Tikkun Olam* Project

The rabbis encourage your child to participate in a *Tikkun Olam* Project while preparing to become a *B'nai Mitzvah*. Projects may take many forms. Examples include collecting items that would benefit those in need or participating in a direct hands-on service project. The rabbi will discuss this during your first *B'nai Mitzvah* meeting. By submitting a written summary after completing their project, your child will receive a *Tikkun Olam* Certificate and the agency will receive a \$36 contribution from Congregation Shalom. A copy of the *Tikkun Olam* Project Form can be found on page 25 of this Handbook.

### Remember Us: The Holocaust *B'nai Mitzvah* Project

Through this project, those preparing to become a *B'nai Mitzvah* are able to connect with a child lost in the Holocaust. The Project provides the name of the child who perished along with some information about the child. Suggestions for simple acts of remembrance are also provided. To learn more about Remember Us, please see page 27.



# THE *B'NAI* MITZVAH CELEBRATION

At Congregation Shalom, we place the greatest emphasis on the religious aspects of the service. We encourage all families to view the service and the observance as the highlight of the experience. In this way, the *B'nai Mitzvah* retains its meaning and prepares a Jewish child to enter the adult community with dignity. While we encourage all families to place the emphasis on the sanctity of the service and its meaning within the Jewish tradition, celebrating this milestone is also important.



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## EVENT LOGISTICS

There are many decisions you will be making about the celebration. One of the biggest decisions is choosing a venue for your celebration. Congregation Shalom offers a number of options as well as good value and convenience. Guidelines for Celebration events at Congregation Shalom begin on page 11.

The information that follows is designed to give you an overview of the various aspects of the event planning process as well as to describe the type of expertise you may need to ensure your event is a success. For your convenience, you will find a Vendor List on page 17.

## INVITATIONS

When you select invitations, keep in mind the religious significance of the occasion. Invitations may be engraved, printed, handmade, or handwritten on appropriate stationery. We encourage you to say that your child is "becoming a *B'nai Mitzvah*."

Generally, invitations should be ordered 8 to 9 months before the date of the event. It is always good to order more than you think you will need. Guests will appreciate receiving invitations about 6 weeks before the event.

## COORDINATOR

Having an event coordinator is not essential, especially if you keep everything simple. If you do want to use a coordinator, we suggest that you ask the coordinator for references. It is also important to talk with the coordinator about their specific responsibilities and the associated costs.

Services that a coordinator can provide include the following:

- Assisting with the Selection of Invitations
- Preparing a Menu
- Overseeing the Caterer
- Laying Out the Floor Plan
- Handling Table Arrangements
- Recommending a Theme for the Celebration
- Decorating
- Selecting Linens
- Providing Paper Products
- Supervising Kitchen Staff, Waitstaff, Bartenders, Dishwashers
- Managing All Details during the Event

## AFTER BECOMING A *B'NAI MITZVAH*

There are still numerous options to participate in school related programs at Congregation Shalom. For more information about any of these programs, please ask Brian Avner, Director of Congregational Learning.



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### MADRICHIM FELLOWSHIP

At Congregation Shalom, we are proud of our Madrichim program's teen assistants who help in the school and continue their own learning. There are two types of Madrichim. Senior Madrichim are 11th and 12th graders who have completed Confirmation as 10th graders and come back to work for a full Sunday morning. Junior Madrichim are 10th graders and younger who split their time between continuing their own learning and volunteering in the school. All Junior Madrichim must be enrolled in either 8th or 9th grade or Confirmation.

### 8TH-9TH GRADE

8th and 9th grade students meet weekly to explore topics relevant in their lives and to deepen their Jewish identity. Topics include, but are not limited to: comparative religion, Israel, social justice, Jewish text, current events, and more. Students are also invited to bring their topic ideas to class.

### CONFIRMATION

10th grade students are encouraged to continue formalizing their commitment to Judaism by enrolling in Confirmation. This weekly class, which can be independent or part of the Madrichim Fellowship, is a chance to learn directly from our clergy as Jewish adults. The year culminates with the Confirmation service marking the formal end of weekly learning in our religious school.

### CONFIRMATION TRIP

Each Spring our 10th, 11th and 12th graders will travel on a Confirmation trip somewhere in the United States to explore a topic closely related to our Jewish history and values. The three trips in the triennial cycle are:

- Immigration experience in NYC
- Civil Rights Journey through Alabama and Georgia
- Freedom and Democracy in Philadelphia

Students do not need to have enrolled in Confirmation to attend these trips.

### BBYO AND YOUTH COMMITTEE

In addition to educational experiences, we also offer and recommend a number of social experiences to stay connected with Jewish friends. BBYO (B'nai Brith Youth Organization) is an international pluralistic teen movement aspiring to involve more Jewish teens in meaningful Jewish experiences. There are a number of BBYO Wisconsin chapters in our area, hosted through the JCC.

Our Youth Committee is a group of dedicated teens who work with the Assistant Rabbi and Director of Congregational Learning to create social justice, educational, and other experiences specifically for the teens at Congregation Shalom.

## B'NAI MITZVAH PREPARATION TIMELINE

To help each family plan their child's *B'nai Mitzvah*, we have created this timetable. Please be aware that not every item listed will apply to your celebration and that the timing described below may not fit your family's needs. You may wish to take care of certain tasks before or after we have indicated. While the timeline below provides general guidance for planning your event, your caterer and other vendors you select may require greater lead time than described below. Always check with your vendors to be sure you are aware of their specific requirements.

### 24 TO 36 MONTHS BEFORE THE B'NAI MITZVAH

- Receive letter from Congregation Shalom requesting you submit *B'nai Mitzvah* date options
- Confirm date by submitting deposit of *B'nai Mitzvah* fee to the temple
- Start thinking about what this rite of passage means to your family and what type of celebration you want to have
- Talk to friends who've already planned a *B'nai Mitzvah* for ideas, tips, and, contacts
- Formulate a realistic budget
- Begin looking at venues: if you find a place you like, ask whether you can put it on a soft hold with a written agreement giving you the first right to that date. If you have to put down a deposit, ask about the refund policy

### 15 TO 18 MONTHS BEFORE THE B'NAI MITZVAH

- Indicate preference regarding participation in Friday night Shabbat service
- Make a rough guest list so you have an estimate of the number of people; this will help you choose your venue
- Reserve facility for reception
- Decide if you want to hire a party planner and begin interviewing them
- Start thinking about a party theme
- Brainstorm with your child about ideas for a *Tikkun Olam* Project

### 12 MONTHS BEFORE THE B'NAI MITZVAH

- Attend the *Kallah* for families with children having *B'nai Mitzvah* during the same year
- Receive *B'nai Mitzvah* Handbook
- Plan to attend at least three Shabbat services in coming year
- Discuss music selections with cantor if desired
- Arrange for a photographer
- If your celebration will be at Congregation Shalom,
  - Identify the band
  - Decide on caterer and share this information with Congregation Shalom
  - Arrange for a bartender if liquor or wine will be served (some caterers take care of this)

### 9 TO 10 MONTHS BEFORE THE B'NAI MITZVAH

- Firm up your guest list
- Book a block of hotel rooms for out-of-town guests
- Send out a Save-the-Date card. This is especially important if your event is over a holiday weekend and if you are inviting guests from out of town who need to purchase plane tickets
- Choose and order invitations
- Attend the first meeting with the rabbi. Discuss who in your family will be sitting on the *bimah* during the service and discuss participation in a *Tikkun Olam* project
- Begin planning/booking other weekend events, including a Friday night dinner, *Oneg* or *Kiddush* after Friday night services, *Kiddush* after Saturday morning services, and Sunday brunch

*Timeline continues on next page >*



## APPENDIX 1

### B'NAI MITZVAH PREPARATION TIMELINE – continued

#### 8 TO 9 MONTHS BEFORE THE B'NAI MITZVAH

- Your child will begin tutoring to learn the Torah portion and prayers. Make time for those appointments, study sessions and meetings with the rabbi and cantor
- Torah and *Haftarah* portions are assigned
- Finalize menu
- Schedule two rehearsals; 1 will be held 2 weeks before the *B'nai Mitzvah* and the other will be held the week before the *B'nai Mitzvah*
- Select tallit to be presented and special kippot if used
- Order personalized kippot for guests if you wish to do so
- Order invitations, place cards, napkins, and thank you notes
- Discuss sponsoring *Kiddush* or *Oneg Shabbat* with Congregation Shalom office staff
- Work on photo montage/video for party

#### 4 TO 6 MONTHS BEFORE THE B'NAI MITZVAH

- Identify the attendees who will have aliyot and determine who will be asked to perform other honors (i.e., lift and dress the Torah, open and close the Ark doors)

#### 2 TO 4 MONTHS BEFORE THE B'NAI MITZVAH

- Attend second meeting with the rabbi
- Contact the Executive Director to make certain all synagogue annual commitments, fees, and building assessments are current
- Finalize menu and details for lunch or dinner
- Mail invitations
- Make a play list of songs for band or DJ
- Decide who will say the blessings over the wine and challah
- Re-confirm all vendors, timing, and any special instructions
- Make arrangements if you are donating your centerpieces or other items collected
- Finalize speeches
- Prepare and print the program for the service
- Complete the profile and submit it along with a photo to the temple office for publication in the *Shofar*
- Family purchases tallit to present to student

#### 1 MONTH BEFORE THE B'NAI MITZVAH

- Student has third meeting with rabbi
- Student revises *D'var Torah*
- Parent(s) may prepare *Divrei Kodesh* (brief words of love to be offered during *B'nai Mitzvah* ceremony)
- Family designates two ushers and an adult to chaperone all young people attending ceremony
- Contact office about recording the service
- Make up packet of information for out-of-town guests with maps to synagogue, reception, and other key sites
- Make a list for photographer of "must have" shots
- Determine final guest count for lunch and/or dinner
- Confirm guest transportation needs
- Determine guests' seating assignments

#### 2 WEEKS BEFORE THE B'NAI MITZVAH

- Prepare place cards and seating plan
- First rehearsal with student, family, and rabbi in the Sanctuary
- Give the final guest count and meal choices to caterer
- Do a final re-confirm with all vendors
- Finish photo montage

#### 1 WEEK BEFORE THE B'NAI MITZVAH

- Attend final rehearsal student, family, and rabbi in the Sanctuary
- Deliver everything to synagogue including floorplan, seating cards, decorations, etc.

## GUIDELINES FOR CELEBRATION EVENTS AT CONGREGATION SHALOM

**BUILDINGS & FACILITIES****Celebration Space**

If you are considering using Congregation Shalom for your celebration, you will be asked to sign a Rental Agreement. There are three main areas available for rental. The rental fee for each area can be found on the Fee Schedule on page 27.

- Klurfeld Hall has a maximum capacity of 390 people with a maximum seated capacity of about 300. Klurfeld Hall must be used for *Kiddush* with more than 150 guests or a meal with more than 60 guests.
- Pivar Foyer is used for *Kiddush* with fewer than 150 guests or a meal with fewer than 60 guests.
- Kesselman Chapel can be used for a small lunch or dinner for 40 or fewer guests.

Afternoon events must end by 2:30 p.m. Evening celebrations at Congregation Shalom must end by midnight. All facilities must be vacated by caterers as soon as reasonably possible after that time.

**Bathrooms and Coat Room**

Lavatories contain soap and paper towels; however, celebrants may wish to provide special paper towels, soap, and tissues. A self-service coatroom is also available

**Event Furnishings**

The temple has 72" round tables (seat 10 to 12). 60" round tables (seat 8 to 10) and 48" round tables. Our buffet tables are all 8' long. Dinnerware, glassware and serving pieces are included in the room rental fee.

All tablecloths and napkins must be rented from an outside source or provided by the celebrant.

**FOOD & BEVERAGES****Caterer**

Congregation Shalom does not require the celebrant to hire a caterer. You may prepare and serve your own food. Whether hiring a caterer or handling food service yourself, Congregation Shalom asks that you let us know your plans at least 9 months in advance. If you are planning to use a caterer, please contact the office to discuss the information needed from the caterer. Caterers must provide Congregation Shalom with a current Certificate of Insurance, a deposit against liabilities and must complete a signed agreement with Congregation Shalom.

**Sponsoring the Shabbat *Oneg* or *Kiddush***

Families may sponsor or co-sponsor the *Oneg* or *Kiddush* on Friday night after Shabbat services. Arrangements should be made in advance with the office. Sponsorship fees can be found in Appendix 5.

**Food Restrictions**

No pork products or shellfish may be served. Kosher caterers are welcome, and arrangements to kasher the kitchen may be made through the office.

**Alcoholic Beverages**

Liquor and wine must be dispensed only in designated areas by a registered bartender. The bartender(s) must be provided at the celebrant's expense and must supervise the serving of all alcoholic beverages at all times. In keeping with Wisconsin state laws, the serving of alcohol to minors under 21 years of age is strictly prohibited. No bottles of wine or liquor may be left on tables.

Wine, including any table or sparkling wine or champagne, may be served at celebrations but may not be served after 9:00 p.m. Liquor, including any beverage containing all or part beer, rum, brandy, whisky, etc., may be served only in the evening of the celebration and then only until dinner is served or 9:00 p.m., whichever comes first.

*Guidelines continue on next page >*

## APPENDIX 2

### GUIDELINES FOR CELEBRATION EVENTS – continued

#### Use of Refrigerators

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Items requiring refrigeration may be stored in a cooler, refrigerator, or freezer. Refrigerators may be used for storing food no more than 48 hours in advance of the event and must be emptied immediately after the event.

#### STAFF

##### Maintenance Staff

---

Congregation Shalom's maintenance staff are available to provide assistance during your celebration.

##### Security Guards

---

Celebrants must have at least one security guard for all *B'nai Mitzvah* activities. If there are more than 25 guests under the age of 18 expected at a *B'nai Mitzvah* party, two security guards are required. Security guards are hired by Congregation Shalom at the expense of the family. The cost for a security guard can be found on the Fee Schedule in Appendix 5.

#### DECORATIONS AND ENTERTAINMENT

##### *Bimah* Pieces and Centerpieces

---

If you are planning to decorate the *bimah*, two arrangements work well. Arrangements should not be taller than 40½ inches. Many families use the *bimah* flowers plus additional arrangements for tables after the service. Centerpieces need not be elaborate; fruit, green plants, or a few lovely cut flowers in a bud vase are all appropriate. Glitter, confetti, small candy and gum are prohibited for use on tables. Books or nonperishable food items also make excellent *bimah* pieces or centerpieces and then can be donated. If you will be donating items to charity and wish to display these items during the *B'nai Mitzvah*, Shalom can provide you with display baskets

#### Entertainment

---

Music and/or musicians provided by the celebrant must be cleared in advance with the cantor at least 6 months before the *B'nai Mitzvah*. Music played must enhance the dignity of Shabbat. No bands or DJs are permitted during Shabbat services or at any time in the gardens or grounds of Congregation Shalom. A Certificate of Insurance is required for bands and DJs.

#### OTHER

##### Behavior and Noise Policy

---

Proper decorum and a reasonable standard of behavior should be maintained at all times at Congregation Shalom. If there will be a Band/Disk Jockey at the event, the celebrant is asked to ensure that the band/DJ will perform in a location in Klurfeld Hall that is as far away as possible from exterior walls and doors, will maintain a noise level that is appropriate and reasonable and will stop performing by midnight.

##### Deliveries

---

Deliveries to Congregation Shalom must be made Monday through Thursday between 9:00 a.m. and 5:00 p.m. and Friday between 9:00 a.m. and 2:00 p.m. Any exceptions to this delivery schedule must be approved by the Executive Director.

##### Smoking

---

Smoking is not permitted in the building.

**NOTE:** All vendors will be required to provide a current Certificate of Insurance.



## GLOSSARY OF KEY WORDS

**Aliyah** (plural, *aliyot*) ■ Literally, “going up.” Honor given to three to seven designated family members and guests to come forward and recite blessings before and after individual Torah readings. Persons honored with *aliyot* stand to the rabbi’s right side when reciting the blessings, then move to the rabbi’s left once the blessing after the Torah reading is completed.

**Amud** ■ Lectern at which the rabbi, cantor, or other person conducting the service stands.

**Ark** ■ Large wooden cabinet at the center of the *bimah* in which Torah scrolls are kept.

**B’nai Mitzvah** ■ Literally, “child of the commandments.” Ceremony held during Shabbat at which a young person, on reaching the age of 13 years, leads the congregation in worship.

**Bimah** ■ Raised section at the eastern end of the Sanctuary where the *amud* and the Ark are located. Rows of chairs on either side of the Ark may be occupied by family members of the celebrant or other designated guests.

**Cantor** ■ The member of the professional staff of Congregation Shalom who leads prayers and songs during services and assists in preparing students for their *B’nai Mitzvah* service.

**Challah** ■ Special braided egg bread that a blessing is said over and eaten on Shabbat Friday evening and following Saturday morning Shabbat services.

**D’var Torah** ■ Explanation of the weekly Torah portion. The *B’nai Mitzvah* student incorporates the lesson from the *parashah* into the speech they deliver at the service.

**Haftarah** ■ Reading from the Prophetic section of the Bible whose content is similar to that of the weekly Torah portion. During the Shabbat service the *B’nai Mitzvah* student chants the *Haftarah*.

**Hebrew name** ■ Celebrants honored with an *aliyah* are called to the *bimah* by their Hebrew name or the Hebrew equivalent of their English name.

**Shehecheyanu** ■ Hebrew prayer recited at any joyous occasion. Parents of the *B’nai Mitzvah* student join the rabbi and the congregation in reading this prayer at a specified time in the service. The transliterated text and an English translation are included in this handbook.

**Tallit** (plural, *tallitot*): ■ Prayer shawl that may be worn by any worshipper during a morning service or on Kol Nidre. Congregation Shalom maintains a small supply found on a rack next to the entrance to the Sanctuary, but worshippers who wish to wear one are encouraged to bring their own. It is customary for the family of the *B’nai Mitzvah* student to present a *tallit* to their child in the rabbi’s office prior to the service.

**Talmud** ■ Compilation of rabbinic thought, lore, and law consisting of the *Mishna* and *Gemara* that is used by the *B’nai Mitzvah* student and rabbis for *D’var Torah*.

**Torah** ■ First section of the Bible containing the Five Books of Moses. During the Shabbat service, *B’nai Mitzvah* students read or chant a selection from the weekly portion using one of the Torah scrolls kept in the Ark. The English translation is then read, and an explanation of the portion is offered as part of the student’s speech.

**Torah blessings** ■ Prayers read or chanted by guests chosen by the family of the *B’nai Mitzvah* student, before and after each section of the Torah is read. The transliterated text of these prayers is included with this handbook. In addition, large-print versions of the transliteration can be found on the *amud*.

## TRANSLITERATION OF KEY PRAYERS

## SHEHECHEYANU

בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם  
שְׁהַחֲיֵנוּ וְקִיַּמְנוּ וְהִגִּיעָנוּ לְזֶמֶן הַזֶּה.

*Ba-ruch A-tah A-do-nai, Elo-hay-nu, Me-lech ha-o-lahm,  
she-heh- chee-yah-nu, veh-kee-yeh-mah-nu, veh-hee-gee-yah-nu,  
laz-mahn hah-zeh. A-men.*

We give thanks to You, Adonai our God, Ruler of the universe,  
for giving us life, for sustaining us, and for enabling us to reach  
this day of joy. Amen.

## BLESSING BEFORE THE TORAH IS READ

בְּרַכּוּ אֶת-יְיָ הַמְּבָרֵךְ!  
בְּרוּךְ יְיָ הַמְּבָרֵךְ לְעוֹלָם וָעֶד!  
בְּרוּךְ יְיָ הַמְּבָרֵךְ לְעוֹלָם וָעֶד!  
בְּרוּךְ אַתָּה יְיָ, אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר  
בָּחַר-בָּנוּ מִכָּל-הָעַמִּים, וְנָתַן-לָנוּ אֶת-תּוֹרָתוֹ.  
בְּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

*Ba-reh-chu et A-do-nai hah-meh-vo-rach!*

*(Speaker pauses while congregation recites the following line,  
which they then repeat)*

*Ba-ruch A-do-nai hah-meh-vo-rach leh-o-lahm vah-ed!*

*Ba-ruch A-tah A-do-nai, Elo-hay-nu, Me-lech ha-o-lahm ah-she-  
ba-char ba-nu mee-kol ha-ah-meem veh-na-tan la-nu et To-ra-to.*

*Ba-ruch A-tah A-do-nai, no-tayn ha-to-rah.*

Bless Adonai who is blessed.

Blessed is Adonai who is blessed now and forever.

Blessed are You, Adonai our God, Sovereign of the universe,  
who has chosen us from among the peoples, and given us the  
Torah. Blessed are You, Adonai, who gives the Torah.

## BLESSING AFTER THE TORAH IS READ

בְּרוּךְ אַתָּה יְיָ, אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר  
נָתַן-לָנוּ תּוֹרַת אֱמֶת, וְחַיֵּי עוֹלָם נִשְׁע  
בְּתוֹכָנוּ. בְּרוּךְ אַתָּה יְיָ נוֹתֵן הַתּוֹרָה.

*Ba-ruch A-tah A-do-nai, Elo-hay-nu, Me-lech ha-o-lahm ah-she-  
na-tan la-nu To-raht eh-met, veh-cha-yay o-lahm na-ta  
beh-to-chay-nu. Ba-ruch A-tah A-do-nai, no-tayn ha-To-rah.*

Blessed are You, Adonai our God, Sovereign of the universe, who  
has given us a Torah of truth, implanting within us eternal life.  
Blessed are You, Adonai, who gives the Torah.

## APPENDIX 5: FORMS

### VENDORS

*All vendors will be asked to provide Congregation Shalom with a current Certificate of Insurance.*

*The vendor information provided is for your convenience and for informational purposes only. Congregation Shalom does not endorse these vendors. Contact the vendor directly for additional information about their services.*

#### CATERERS

**Amy Ferrante & Marissa Steinhofen  
FERRANTE'S SIGNATURE  
CATERING**

10404 N. Port Washington Rd. 13W  
Mequon, WI 53092  
(262) 241-5420  
Marissa Cell: 414-916-0690  
amy@ferrantes.com  
marissa@ferrantes.com

**Hannah Sattler  
HANNAH'S KITCHEN, LLC**

2520 W. Wending Drive  
Mequon, WI 53092  
Cell: (414) 350-2086  
Home: (262) 238-0750  
hbsattler@hotmail.com

**Stacy Prowse  
IL MITO TRATTORIA ENOTECA**

6913 W. North Avenue  
Wauwatosa, WI 53213  
P: (414) 443-1414  
F: (262) 367-8529

**Sarah Lehr  
LEE JOHN'S CATERING**

821 Perkins Ave.  
Waukesha, WI 53186  
(262) 549-0006

**Katelyn Warner  
NStars Catering  
NORTH SHORE BISTRO/THE  
KNICK/HARRY'S BAR AND GRILL**

1030 E. Juneau Ave.  
Milwaukee, WI 53202  
P: (414) 272-0011  
F: (414) 272-9506  
katelyn@theknickrestaurant.com  
theknickrestaurant.com  
harrysbarandgrillmilwaukee.com  
northshorebistro.com

**Joe Brueggemann or Matt Hawkins  
SAZ'S CATERING**

201 W. Walker St,  
Milw, WI  
Website: sazs.com  
Email: joe@sazs.com  
P: 414-256-8765

**Jason Caulfield  
SENDIK'S FOOD MARKETS**

7725 W. Marcia Road  
Milwaukee, WI 53223  
P: (414) 716-5500  
C: (262) 527-0712  
Jason.caulfield@sendiksmarket.com

Sharon Siegel Langer

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info@cafeosher.com  
(414) 524-5576  
Todd Garvens, Director  
toddg@zillihospitalitygroup.com

**Jackie Davis  
Event Planner & General Manager  
OUT & OUT EATERY AND  
CATERING**

W61N305 Washington Ave  
Cedarburg, WI 53012  
(262) 229-5525  
Email: info@outandoutcatering.com  
Website: outandoutcatering.com

**Scott Shully  
SHULLY CATERING, INC.**

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(262) 242-6633  
(262) 242-6765 FAX

**Jen Metz  
ZILLI HOSPITALITY GROUP**

613 N. Grandview Blvd.  
Waukesha, WI 53188  
(262) 547-9447  
Jen: 414-278-6999  
www.zillihospitalitygroup.com

#### COORDINATORS

**Alexandria Arnas  
(Special Events Coordinator)  
Zarletti Mequon**

1515 W. Mequon Road  
Mequon, WI 53092  
262-241-5990-w  
414-688-3996-c  
alexandriaarnas@gmail.com

**Alan & Diana Turner  
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**Mara Sabath  
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iamss@comcast.net

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www.facebook.com/matheaur

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**BAYSIDE GARDEN CENTER**

400 E. Brown Deer Rd.  
Bayside, WI 53217  
(414) 352-6159  
www.baysidegardencenter.com

**SHOREWOOD FLORIST**

N84 W15911 Appleton Ave  
Menomonee Falls, WI 53051  
(262) 251-6830  
shorewoodflorist@sbcglobal.net  
www.theshorewoodflorist.com

**SENDIK'S FOOD MARKETS**

500 E. Silver Spring Drive  
Milwaukee, WI 53217  
(414) 962-9525

#### BAKERIES

**BREADSMITH**

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Whitefish Bay, WI 53217  
(414) 962-6203 Store  
(414) 962-9493 Office  
wfb@breadsmith.com, www.  
breadsmith.com

**Anna Bakalinsky & Mila Kofman  
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Thiensville, WI 53092  
(262) 242-1404

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Milwaukee, WI 53212  
(414) 347-2300

**SIMMA'S BAKERY**

817 N. 68th Street  
Wauwatosa, WI 53213  
(414) 257-0998

**Hannah Sattler  
HANNAH'S KITCHEN, LLC**

2520 W. Wending Drive  
Mequon, WI 53092  
Cell: (414) 350-2086  
Home: (262) 238-0750  
hbsattler@hotmail.com

#### LINEN & OTHER RENTALS

**BBJ LINEN**

9082 Deerbrook Trail  
Brown Deer WI 53223  
(414) 355-9010

**Ken Hudak  
CANOPIES**

7234 N. 60th St.  
Milwaukee, WI 53233  
(414) 760-0770  
After hours: (414) 349-4410 or  
349-4945

**Tera  
WINDY CITY LINEN**

787 Glenn Ave.  
Wheeling, IL 60090  
(800) 553-9948 ext. 80 or  
Cell (414) 322-7017  
Tera@WindyCityLinen.com

#### PHOTO/VIDEO

**Linda Smallpage  
BOUTIQUE PHOTOGRAPHER**

5594 Hollywood Avenue, Studio 204  
Whitefish Bay, WI 53207  
414-737-1232  
info@boutiquephotographer.com  
boutiquephotographer.com

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Emvp@me.com

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Erin@erinharrisphotography.com

**Eron  
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Milwaukee, WI 53207  
414-294-0080  
www.frphoto.com  
info@frphoto.com

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Shorewood, WI 53211  
(414) 332-0195  
Jaci: (312) 226-9890  
info@glossphotographystudios.com  
www.glossphotographystudios.com



## APPENDIX 5: FORMS

### VENDORS – continued

All vendors will be asked to provide Congregation Shalom with a current Certificate of Insurance.

The vendor information provided is for your convenience and for informational purposes only. Congregation Shalom does not endorse these vendors. Contact the vendor directly for additional information about their services.

### PHOTO/VIDEO – continued

**KIPP FRIEDMAN**  
kipp@photosbykipp.com  
photosbykipp.com  
(414) 259-0214

Mark Hines  
**MARK HINES PHOTOGRAPHY**  
5656 Braeburn Lane  
Glendale, WI 53209  
(414) 406-4695  
mark@mhines.com

Abby Habush Schroeder  
**MONKEYBEAN PHOTOGRAPHY**  
Grafton, WI 53024  
414-915-4357  
www.monkeybeanphoto.com  
monkeybeanphoto@gmail.com

Ari David Rosenthal  
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jeff@bizaronline.com  
www.bizaronline.com  
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Highland Park, IL 60035  
(847) 681-2822

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info@energyp.com

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Samantha Catena, Director of Sales  
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(414) 803-3515 Cell

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info@partyco.com

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Joan Lozoff  
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www.half-twistedknot.com

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Owner/Face Paint Artist  
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(414) 610-3200  
www.suzysparkles.org  
suzysparkles@gmail.com

Brian Woodall,  
Owner/Bounce House  
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lunarlandingmoonwalks.com  
lunarlandingmoonwalks@twc.com

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Cedarburg, WI 53012  
(262) 343-5929  
areewichman@gmail.com

**B'NAI MITZVAH INFORMATION SHEET FOR SHOFAR**

To submit your information using the online form, please go to: <https://www.cong-shalom.org/form/Bar/Bat%20Mitzvah%20Form>  
Please complete or submit the *B'nai Mitzvah* information sheet by the first Friday, the month before your *B'nai Mitzvah* date.

Items can also be emailed to Aimee Kahn at [aimee@cong-shalom.org](mailto:aimee@cong-shalom.org). For any questions, please contact Aimee at 414 352-9288 or by email. Don't forget to include a picture.

The information contained on this form will be published in the Shofar the month your child becomes a *B'nai Mitzvah*.

Name: \_\_\_\_\_ Gender: ☐ Male ☐ Female

Parents' Names: \_\_\_\_\_

Brothers' Names: \_\_\_\_\_

Sisters' Names: \_\_\_\_\_

Bar/Bat Mitzvah Date: \_\_\_\_\_

Name of School: \_\_\_\_\_

Favorite Subjects: \_\_\_\_\_

Favorite Activities: \_\_\_\_\_

What would you like to be when you "grow up?" \_\_\_\_\_

What does your *B'nai Mitzvah* mean to you? \_\_\_\_\_

What was your volunteer/*tzedakah* project? \_\_\_\_\_

Attach photo here





PUBLISHING *B'NAI MITZVAH* INFORMATION IN THE WISCONSIN JEWISH CHRONICLE

To submit your *B'nai Mitzvah* Information to the Wisconsin Jewish Chronicle, please go to <https://www.jewishchronicle.org/life-cycle/form/>

At that site, you will have the option of completing the on-line form <https://www.jewishchronicle.org/life-cycle/form/bnai-mitzvah>

or printing out a form that you can complete by hand. A copy of the form follows.

The Chronicle is delivered on about the 1st of each month. Items submitted after the 15th may miss our press date and appear in the following month's issue.



### B'nai Mitzvah Announcement Form

All parents, grandparents, and great-grandparents must have first and last names.

#### Child

Name \_\_\_\_\_ Gender \_\_\_\_\_

Synagogue \_\_\_\_\_ Ceremony date \_\_\_\_\_

School \_\_\_\_\_

#### Parents

Mother's name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Father's name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

#### Siblings

Brother(s) name(s) and age(s) \_\_\_\_\_

\_\_\_\_\_

Sister(s) name(s) and age(s) \_\_\_\_\_

\_\_\_\_\_

**Grandparents**

Maternal grandmother \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Deceased \_\_\_\_\_

Maternal grandfather \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Deceased \_\_\_\_\_

Paternal grandmother \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Deceased \_\_\_\_\_

Paternal grandfather \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Deceased \_\_\_\_\_

**Great-grandparents**

Maternal great-grandmother \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Deceased \_\_\_\_\_

Maternal great-grandfather \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Deceased \_\_\_\_\_

Paternal great-grandmother \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Deceased \_\_\_\_\_

Paternal great-grandfather \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Deceased \_\_\_\_\_

Please submit this form by mail to Rob Golub, Editor, The Wisconsin Jewish Chronicle,  
1360 N. Prospect Ave., Milwaukee, WI 53202 or by email to [RobG@MilwaukeeJewish.org](mailto:RobG@MilwaukeeJewish.org).

Questions? Contact Rob at 414-390-5770

## APPENDIX 5: FORMS

### KIDDUSH/ONEG SPONSORSHIP FOR B'NAI MITZVAH

We hope that you are interested in sponsoring a *Kiddush* or *Oneg* to share the joy of this *simcha* with the congregation.

To sponsor a *Kiddush* or *Oneg*, please complete and submit a paper copy of this form to the office or complete the online form at <https://www.cong-shalom.org/form/sponsorship>.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Sponsor for publication: \_\_\_\_\_

#### I/WE WOULD LIKE TO SPONSOR THE FOLLOWING:

**Friday Evening Kiddish or Oneg / Date:** \_\_\_\_\_

<input type="checkbox"/> Challah, Juice, Wine	\$ 54
<input type="checkbox"/> Enhanced Kiddish (above plus fruit/cheese)	\$ 154
<input type="checkbox"/> Super Enhanced Kiddish (above plus cookies)	\$ 180
<input type="checkbox"/> Oneg	\$ 360

**Saturday Morning Kiddish / Date:** \_\_\_\_\_

<input type="checkbox"/> Challah, Juice, Wine	\$ 54
<input type="checkbox"/> Enhanced Kiddish (above plus fruit/cheese)	\$ 154
<input type="checkbox"/> Super Enhanced Kiddish (above plus cookies)	\$ 180





APPENDIX 5: FORMS

**TIKKUN OLAM PROJECT FORM**

We hope you will choose to do a *Tikkun Olam* project as part of your *B’nai Mitzvah* experience.  
You will have the opportunity to discuss this with Rabbi Noah in one of your individual meetings with him.

When you complete your *B’nai Mitzvah* project, please complete and submit a paper copy of this form to the office or complete the online form at <https://www.cong-shalom.org/form/tikkun>.

You will receive a Tikkun Olam certificate and the organization you helped will receive a \$36 donation from Congregation Shalom.

Name: \_\_\_\_\_

Please describe what you did for your *Tikkun Olam* project:

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## APPENDIX 5: FORMS

### FEE SCHEDULE

#### ***B'nai Mitzvah Fees:***

2022- 2025	\$540.00
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#### **Room Rental Fees:**

Klurfeld Hall	\$500.00
Klurfeld Hall & Pivar Foyer	\$550.00
Kesselman Chapel	\$450.00
Pivar Foyer Only (w/out Klurfeld Hall)	\$400.00

#### **Sponsorship:**

Friday Evening Shabbat	
<i>Kiddush</i> : challah, juice, wine	\$54.00
Enhanced <i>Kiddush</i> : challah, juice, wine, fruit/cheese	\$154.00
Super Enhanced <i>Kiddush</i> : challah, juice, wine, fruit/cheese & cookies	\$180.00
Oneg	\$360.00
Saturday Morning Shabbat	
<i>Kiddush</i> : challah, juice, wine	\$54.00
Enhanced <i>Kiddush</i> : challah, juice, wine, fruit/cheese	\$154.00
Super Enhanced <i>Kiddush</i> : challah, juice, wine, fruit/cheese & cookies	\$180.00

#### **Videography:**

Samson Sanctuary event w/streaming & technician	\$325.00
Samson Sanctuary event w/streaming & no technician	\$150.00

#### **Security:**

<i>B'nai Mitzvah</i> dates through 2024	per guard: \$175.00
<i>B'nai Mitzvah</i> dates 2025 and after	per guard: \$250.00

**PLEASE NOTE: ALL PRICES ARE SUBJECT TO CHANGE**

## REMEMBER US: THE HOLOCAUST B'NAI MITZVAH PROJECT

Remember Us: The Holocaust

*B'nai Mitzvah* Project offers an invitation to children preparing for bar/bat mitzvah to connect with the memory of children lost in the Holocaust before they could be called to the Torah.

This is a very simple idea. The Project provides the student and the bar/bat mitzvah teacher with the name of a lost child, information about him/her, and suggestions for simple acts of remembrance:

- Doing *mitzvot b'shem* (in the name of the child)
- Mentioning the child in a *dvar Torah* or speech from the bimah
- Taking on the *mitzvah* of saying *Kaddish*
- Lighting a *yahrzeit* candle yearly

For more information, visit:  
[remember-us.org/about.shtml](http://remember-us.org/about.shtml)





CONGREGATION  
Shalom