

| Bar/Bat Mitzvah minus ..." | Ceremony | | Celebration (all "if desired") | Suggestions |
|----------------------------|---|--|---|---|
| ... 1 1/2 years (+/-) | date (and general torah portion) assigned | | <ul style="list-style-type: none"> location - Temple or elsewhere? | <ul style="list-style-type: none"> Sisterhood rents dishes, etc. and tables/chairs available for parties @ Temple |
| ... 1 year | Sunday workshops: <ul style="list-style-type: none"> #1: Intro w/ Rabbi Jaffe #2: Expectations #3: Ritual in Action #4: Torah portion selection #5: Walk thru of ceremony 6th gr. Kallah 6th gr. Family Service led by kids | <ul style="list-style-type: none"> First draft of guest list, for est. #'s "Save the Date" info for relatives, etc. | <ul style="list-style-type: none"> hotel for out-of-town guests caterer photographer music/entertainment (DJ, etc.) | <ul style="list-style-type: none"> Bar Mitzvah Binder in Temple library is a great resource! temple has automated, stationary video camera for ceremony, letter from Brotherhood |
| ... 6 months | <ul style="list-style-type: none"> In-take meeting with Cantor Tutoring begins | | | <ul style="list-style-type: none"> students should review ALL mitkadem prayers prior to first session with tutor!!! |
| ... 4 months | <ul style="list-style-type: none"> order tallit, kippah help child stay on track with prayer/torah portion practice | <ul style="list-style-type: none"> order invitations order kippot for guests, if desired | <ul style="list-style-type: none"> arrange kid transportation to party (if needed) collect photos for slide show brainstorm with child on how to include tzedakah into celebration | <i>invitation suggestions:</i> <ul style="list-style-type: none"> RSVP card/return envelope, include "return by" date!; thank-you notes/envelopes hotel info directions to the temple/party info about kid behavior/transportation to party (if needed) pick-up time at end of party |
| ... 2 months | <ul style="list-style-type: none"> send out invitations arrange sitters for young children | <ul style="list-style-type: none"> special clothing for family - time for alterations begin putting together program booklet, if desired | <ul style="list-style-type: none"> set menu with caterer order cake wine/alcohol vendor table centerpieces create slide show | <ul style="list-style-type: none"> TV/DVD player available for entertainment of young guests in "playroom" centerpieces are a great opportunity for mitzvah/tzedakah! need screen/projector/laptop - Brotherhood rents them for parties at Temple |
| ... 1 month | <ul style="list-style-type: none"> flowers for bima/oneg challot/baked goods for kiddush/oneg assign bima/aliyah honors and ushers; complete Aliyah worksheet | | <ul style="list-style-type: none"> floor plan/seating chart check-in with DJ (song requests, party favors, etc.) | <ul style="list-style-type: none"> www.mechon-mamre.org for torah portion, or from rabbi/cantor; samples in library binder Betsy Herman is great resource if party is at the Temple!!! |
| ... 2-3 weeks | <ul style="list-style-type: none"> write parent blessing Meet rabbis to work on D'var Torah (student only) help child with d'var torah child rehearses with Cantor in sanctuary 3 weeks prior child rehearses with Rabbi P. in sanctuary 2 weeks prior | | <ul style="list-style-type: none"> write speeches/toasts check in with hotel, party venue, DJ, photographer, etc. write candlelighting poems/introductions | <ul style="list-style-type: none"> make sure vendors all know directions, set-up policies, timing etc. |

| | | | | |
|-----------------------------------|---|---|---|--|
| ... 1 week | <ul style="list-style-type: none"> • final guest numbers to Temple | <ul style="list-style-type: none"> • print program booklet | <ul style="list-style-type: none"> • revise seating chart • final guest numbers for party venue • print table cards for guests AND table numbers for tables | |
| ...2 days ... 1 day | <ul style="list-style-type: none"> • final rehearsal on Thurs. prior Rabbi J and parents! • flowers/challot/baked goods delivery before 2pm Friday | | <ul style="list-style-type: none"> • centerpieces/decorations/ balloons delivery • "welcome baskets" for out of town guests | <ul style="list-style-type: none"> • bring siddur, aliyah/bima honors worksheet to final rehearsal |
| Day of the Bar/Bat Mitzvah | <ul style="list-style-type: none"> • tallit/kippah • torah portion/binder/Siddur • d'var torah • parents' blessing • other prayers, poems, etc. • (put extra copies in the car in case!) • kiddush cup, if desired • tissues! | <ul style="list-style-type: none"> • kippot • program booklet • basket for gifts/cards | <ul style="list-style-type: none"> • list of kids/transportation plan if party not at Isaiah • extra directions to the party (including for bus driver) • parent toasts • guest book • check book for DJ, caterer, etc. • cash for tips • cameras • slide show/projector/laptop/ screen | <p><i>"Morning of" Schedule:</i></p> <p>9 a.m. - photography allowed on bima</p> <p>10:15 - 10:30 - photography with Rabbis, Cantor, Torah</p> <p>10:30 - guests with bima honors should arrive for last minute instructions</p> <p>10:45 - families join rabbis, cantor in Rabbi's study</p> <p>10:55 - all guests should be seated</p> <p>11:00 - service starts!</p> <p>12:45 - service ends for single bar mitzvah, 1/1:15 for double</p> |
| A few weeks after | <ul style="list-style-type: none"> • Follow-up meeting with Rabbi Perlman (student only) | | | |
| Throughout 7th Grade | <ul style="list-style-type: none"> • B'Mitzvotav Projects | | | <ul style="list-style-type: none"> • can include project description in booklet and/or invitation; some projects organized by Temple |

| Set Dates | | Resources | |
|--------------|---|---|--|
| 11/20/11: | Workshop #1 - Intro. w/Rabbi Jaffe | Link to Bar-Bat Mitzvah Handbook and other resources on the website: http://www.templeisaiah.net/Learning/Bar_Bat_Mitzvah_Resources.aspx | |
| 1/8/12: | Workshop #2 - "Expectations" | Temple Isaiah Facility Questions: Betsy Herman bherman@templeisaiah.net | |
| 1/22/12: | Workshop #3 - "Ritual in Action" | Questions/Scheduling with Cantor Doob: Jenny Keegan jkeegan@templeisaiah.net | |
| 2/12/12: | Workshop #4 - Exploring your Torah portion | Questions/scheduling for tutoring: Jess Slavin jessicallslavin@gmail.com | |
| 3/30-4/1/12: | 6th grade Kallah weekend | General Questions about the process: jessicallslavin@gmail.com | |
| 4/29/12: | Workshop #5 - walk thru of the Service | | |
| 5/12/12: | 6th graders lead services | | |
| 9/12: | 7th grade mitzvah projects kick-off meeting | | |
| _____: | Bar/Bat Mitzvah! | | |