

Bar/Bat Mitzvah Checklist

This is to help you with some of the important items as you plan your *simḥa*.

15 MONTHS BEFORE

___ Start attending Shabbat services (Friday nights and Shabbat mornings) – we want to know who you are and you probably want to know who we are.

12 MONTHS (1 YEAR PRIOR)

___ Attend mandatory B'nai Mitzvah Orientation Meeting with Clergy and CBS Leadership

___ Coordinate your mitzvah project with Rabbi Michael and Cantor Ruth

___ Contact hotels for room blocks if necessary

___ Be current on your Beth Shalom dues and pay B'nai Mitzvah Fee

___ Begin studying once per week

6 MONTHS BEFORE

___ Set up a time for parents/students to meet Rabbi Michael for speeches

___ **Discuss** and contact the CBS office your catering plan

___ **Ask** family and friends to read Torah at the Bar/Bat Mitzvah and ask Cantor Ruth then to prepare CD/materials for readers

3 to 6 MONTHS BEFORE

___ Purchase *tallit* and *tefillin* (our synagogue gift shop can help you with this and other gift ideas)

3 to 4 MONTHS BEFORE

___ Schedule solo leading of part or all of services

___ Order invitations, contact florists, or make other decorations

2 MONTHS BEFORE

___ Schedule and meet with the Rabbi to practice D'var Torah (presentation) and possible editing and **schedule rehearsal with clergy, including photography (note: due to the proximity of Shabbat, there are no Friday rehearsals)**

___ Send picture and short bio (125-150 words) to the Kol Shalom (kolshalom@cbswilmde.org) for inclusion in the *Kol Shalom* and if you wish, send the same to the *Jewish Voice*.

___ Check out supplies at the synagogue gift shop for gift ideas, order your kippot if you desire

1 MONTH BEFORE

- ___ Pay any and all room rental fees if you are using our facility
- ___ Please speak with Cantor Ruth, if you would like to request one Gabbai, otherwise we will assign them.
- ___ E-mail Cantor Ruth (cantorruth@cbswilmde.org) list of Torah readers with Hebrew names and all other honors plus other honorees based on the form included in your handouts;
- ___ Prepare a B'nai Mitzvah booklet to insert into the Shabbat Bulletin. Our front office has examples for your review.
- ___ If you are expecting more than 175 guests, please inform office. This will give us time to ensure we have adequate books, chairs, and material available for your guests and our congregants.

3 WEEKS BEFORE

- ___ **REQUIRED:** ask Torah readers to contact Cantor Ruth to discuss/practice their Torah reading
- ___ Contact office with final room diagrams, ushers, menus
- ___ Email a final draft **typed** "Honors List" to Cantor Ruth (cantorruth@cbswilmde.org) material is available online.
- ___ If possible, serve as an usher at one B'nai Mitzvah (Friday/Shabbat) prior to the date of your simha

2 WEEKS BEFORE

- ___ Remind Torah readers to contact Cantor Ruth to discuss and practice their Torah portion, if they have not done so already.
- ___ Contact office with final count for guests

1 WEEK BEFORE

- ___ Turn in a copy of any personalized program to the CBS office. Inform the office if you wish to provide copies for insertion or if you wish to have them prepared for you.
- ___ Have scheduled rehearsal, including photography (remember: due to the proximity of Shabbat, we do not offer Friday rehearsals)
- ___ Attend Morning Minyan on at least on Monday or Thursday to practice Torah reading and to *layn tefillin*. This is **mandatory** for both boys and girls.

FRIDAY, WEEK OF

- ___ All deliveries (flowers, food, etc.) must be delivered by 12pm the Friday of the B'nai Mitzvah weekend. (No food may enter the building between 3pm Friday and Saturday evening, after sundown.)