

## **Part III. Preparations**

### **A. Checklist and Timeline for Bar/Bat Mitzvah**

#### During 6<sup>th</sup> grade:

- \*Begin discussion with child on selection of Mitzvah Project
- \*Contact Rabbi Swedroe for assistance
- \*Complete Mitzvah Project Form and return to Stacey Glazer

#### 12 to 18 months prior:

- \*Continue or begin regular service attendance.

#### 9-12 months prior:

- \*Family Meeting with Rabbi Swedroe to receive tutoring binder and discuss the Bar/Bat Mitzvah process

#### 9-12 months prior:

- \*Individual tutoring begins

#### 6 months prior:

- \*Select sponsor and begin meeting
- \*Contact Rabbi Swedroe with name of sponsor

#### 4 months prior:

- \*Pick out invitations

#### 3 months prior:

- \*If family still has questions regarding family participation, please be in touch with Rabbi Blumofe or Swedroe to discuss
- \*Contact the Torah Reading Coordinator if you wish to assign Torah readers
- \*Contact Torah readers with their portions
- \*Request updated class list from Chelsea Adland for your invitations
- \*Meet with Jyll Vertuno, CAA Event Coordinator—deposit is due
- \*Begin weekly meetings with Rabbi Swedroe

2 months prior:

- \*Bulletin information and photo due to Jaclyn Owusu
- \*Begin choosing honorees for Aliyot and other honors
- \*Begin getting Hebrew names for honorees
- \*Begin weekly meetings with Rabbi Blumofe
- \*Schedule sanctuary photo session with Jane Weiss
- \*Schedule final run through with Jane Weiss

1 month prior:

- \*Choose ushers
- \*Give honorees appropriate instructions
- \*Submit D'var Torah to Rabbi Blumofe to begin review process
- \*Work on delivery of D'var Torah and review of all parts of service

2 weeks prior:

- \*Turn in Honors Sheet to Jane Weiss
- \*Turn in Program Worksheet to Jane Weiss
- \*Submit Letter for Program to Jane Weiss (electronically, if possible)
- \*Submit Bar/Bat Mitzvah thank you remarks for program to Jane Weiss (electronically if possible)
- \*Attend run-through which will include chanting the service, reading from the Torah and practicing the passing of the Torah (Scheduled for 2 hours between 9am-3pm) BOTH parents must attend.

Tuesday Prior:

- \*Proofread final service program—Jane Weiss will contact you

Friday prior:

- \*Attend photo session, if scheduled
- \*Prior to 3pm: Bring wrapped marshmallows or Sunkist gels, kippot, and any decorations (including delivered flowers) to CAA.

Day of Bar/Bat Mitzvah:

Mazel tov! Enjoy your day!