

Bar / Bat Mitzvah Checklist

Feel free to fill in your own dates on the blank lines. Refer to the Choices Handbook's Table of Contents if you have any questions regarding items mentioned in this time line.

1 YEAR BEFORE OR MORE

- ___ Be sure to read this timeline and the entire Bar/Bat Mitzvah Handbook so that you are aware of your responsibilities.
- ___ Obtain your Bar/Bat Mitzvah date from the office and confirm with \$600 per family non-refundable deposit.
- ___ Attend Bar/Bat Mitzvah workshops led by the Rabbi and Cantor
- ___ Begin to investigate the different options for a Mitzvah Project
- ___ Plan on attending the 12 required services
- ___ Ensure that all University Synagogue dues and tuition payments are current

6 MONTHS BEFORE

- ___ Start collecting readings to personalize your service and your Booklet.
- ___ Have your Mitzvah project submitted to the Education Director for approval.
- ___ Set up tutoring appointments with the Cantor who will give your child a copy of the whole Torah portion of the week with commentary.
- ___ Pay balance of Bar/Bat Mitzvah fee.

3 MONTHS BEFORE

- ___ Call the office to arrange for meetings between your child and the Rabbi. Your child should come to the first meeting with a written D'var Torah/speech, at least one page of summary, one page of commentary and a paragraph of "thank you." (See Page 22 of Choices Handbook)
- ___ Ask the tutor for a clean copy of the Torah and Haftarah portions for the booklet.
- ___ Submit an article for HaMakor to Elaine Larkins at elarkins@universitiesynagogue.org, written by your child, about his/her mitzvah project or personal interests. Please include an e-photo.

2 MONTHS BEFORE

- ___ Begin to fill out the Bar/Bat Mitzvah information sheet (including Hebrew names, names of service participants...) so that it will be ready for the rehearsal.
- ___ Submit your selected readings to the Rabbi.

- ___ Purchase a minimum of five dozen kippot for your guests at the service.
- ___ Make sure your child has his/her own kippah, tallit and tallit bag.

1 MONTH BEFORE

- ___ Complete and confirm names of service participants.
- ___ Prepare parents' remarks, if applicable. **(Limited to 4 minutes)**
- ___ Submit and discuss special song requests with the Cantor.
- ___ Hand in completed Mitzvah Project forms to the Education Director.
- ___ If you are copying the liturgy for your Booklet from the Kol Haneshamah: Shabbat Vehagim Siddur or from a provided CD, send the \$54.00 copyright fee (payable to the Jewish Reconstructionist Federation) to the office.

2 WEEKS BEFORE

- ___ Send all your service readers an advanced copy of their readings (English and/or Hebrew) and inform your service participants of their responsibilities.
- ___ Inform the office if you will be taking photos **before** services.
- ___ Review picture-taking rules with your photographer and videographer.
- ___ Review with your child's tutor and your child which prayers he/she would like to recite alone and which he/she wants to do with the Cantor. (See enclosed form.)

AT THE REHEARSAL

- ___ Give a copy of the Complete Service Booklet or Supplement to the Rabbi, one that includes the names of your selected readers.
- ___ Deliver the Service Participants Form to the Rabbi (This is the form you filled out earlier, see page 41 of the Choices Handbook).
- ___ Present the Cantor with the list of which prayers your son/daughter will do.

ON THE DAY

- ___ *Arrive at least 45 minutes early to take care of last-minute details.*
- ___ *Ushers should arrive at least one half-hour early.*

RELAX, SIT BACK, AND ENJOY THIS VERY SPECIAL DAY! MAZEL TOV!

AFTER THE DUST HAS SETTLED –

- ___ Please deliver 5 copies of your Service Booklet or Supplement to the office.
- ___ If you have an extra copy, a sample invitation would also be appreciated.