



CONGREGATION
BETH SHALOM
WILMINGTON, DE

Bar/Bat Mitzvah Checklist

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

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 our Rabbi and Cantor.
- ___ 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, at least.

6 MONTHS BEFORE

- ___ Set up a time for parents/students to meet the rabbi 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 the Cantor to prepare CD/materials for readers.

3 to 6 MONTHS BEFORE

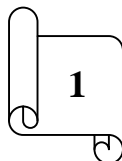
- ___ Purchase tallit and tefillin. (Our synagogue gift shop can help you with this.)

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 biography (between 100 and 120 words) to the Kol Shalom (kolshalom@cbswilmde.org) for inclusion in our newsletter and if you wish, send the same to the Jewish Voice. (We no longer send this automatically to the Jewish Voice.)
- ___ Check out supplies at the synagogue gift shop, 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 the cantor, if you would like to request one Gabbai, otherwise we will assign them.
- ___ E-mail the cantor the 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 the cantor to discuss/practice their Torah reading
- ___ Contact office with final room diagrams, ushers, menus
- ___ Email a final draft typed "Honors List" to the cantor, material is available online.
- ___ If possible, serve as an usher at one B'nai Mitzvah (Friday/Shabbat) prior to the date of your simḥa

2 WEEKS BEFORE

- ___ Remind Torah readers to contact the cantor 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.)

