



CONGREGATION
BETH SHALOM
WILMINGTON, DE

RABBI
MICHAEL S. BEALS

CANTOR
ELISA ABRAMS COHN

B'NEI MITZVAH TIMELINE

18 Months Prior

- ★ Determine preliminary budget
- ★ Create preliminary guest list
- ★ Determine if your hiring an event planner
- ★ Student begin attending Shabbat Services (Friday night and Shabbat morning) = 18 Service Required

12 Months Prior

- ★ Research catering options, approved by Va'ad (if considering event at CBS); and/or make arrangements for events outside of CBS.
- ★ Contact hotels for room blocks if necessary
- ★ Decide if using a motif, theme and/or color scheme for the party
- ★ Start researching and booking vendors such as florist, photographer, and party entertainment
- ★ Begin studying once per week
- ★ B'nei Mitzvah meets weekly with The Rabbi
- ★ B'nei Mitzvah Orientation Meeting with Clergy & CBS Leadership
- ★ Discuss Mitzvah Project with The Rabbi.
Contact B'nei Mitzvah Coordinator for Mitzvah Project Ideas
- ★ Be current on CBS dues and pay B'nei Mitzvah Fee of \$850
- ★ Begin studying once per week

9 Months Prior

- ★ Confirm approval of Mitzvah Project and hand in completed form to the B'nei Mitzvah Coordinator.

6 Months Prior

- ★ Confirm your catering plan
- ★ Ask family and friends to read Torah at the Bar/Bat Mizvah and ask the Cantor to prepare CD / materials for readers
- ★ Contact office with caterer / Oneg / Kiddush / luncheon information
- ★ Confirm your child's mitzvah project is selected and on track.
Decide if/how it will be mentioned in the invitation



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6 Months Prior (continued)

- ★ Make an appointment with B'nei Mitzvah Coordinator to review your Simcha and start collecting the Hebrew names of anyone on the honors lists
- ★ Purchase tallit (our Synagogue Gift Shop can help you with this)
- ★ Finalize guest list
- ★ Schedule time for parents/student to meet Rabbi for speeches
- ★ Meet with Rabbi about Mitzvah Project and updates

4 Months Prior

- ★ Create and order invitations, response cards, thank you cards, driving instructions cards, and all other invitation enclosures
- ★ Schedule solo leading of part or all of services

3 Months Prior

- ★ Confirm your child is beginning to write D'var Torah Speech
- ★ Buy outfits and all accessories for bar/bat mitzvah child, spouse, and siblings
- ★ Mail invitations, contacts florists, order party favors, or make other decorations

2 Months Prior

- ★ Schedule and meet with The Rabbi to practice D'var Torah and possible editing
- ★ Schedule rehearsal with clergy, including photography (note: no Friday rehearsals)
- ★ Send picture and short bio (125-150 words) to B'nei Mitzvah Coordinator (babramson@cbswilmde.org) for inclusion in the Kol Shalom. Families must send information on their own to The Jewish Voice.
- ★ Order your kippot if you want ((our Synagogue Gift Shop can help)
- ★ Pay room rental fees if family having a Friday Shabbat dinner
- ★ If you would like to request one Gabbai please speak with the B'nei Mitzvah Coordinatator now, otherwise we will assign both for you



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2 Months Prior (continued)

- ★ Email the Cantor the list of Torah readers with Hebrew names and all other honors plus other honorees and their Hebrew names based on the form included in your handouts
- ★ Prepare B'nei Mitzvah Program to insert into Shabbat Bulletin (talk with James Jung, Executive Assistant)
- ★ Make final arrangements with all vendors
- ★ Create a tentative seating chart
- ★ If necessary, hire transportation service to transport guests from hotel to synagogue or ceremony to party
- ★ Create or order table centerpieces, mitzvah baskets, and other decor

1 Month Prior

- ★ Pay room rental fees if family is having a Friday Shabbat dinner
- ★ If expecting more than 175 guests, inform office (books, chairs, etc)
- ★ Plan Party Room layout and seating with caterer, planner, or site manager
- ★ Give written venue directions, arrival time and specific instructions to all parties.
- ★ Give photographer list of specific photos (remember: no photos on Shabbat—Friday evening/Saturday morning)
- ★ Create day-of-event cell phone contact list for all parties

3 Weeks Prior

- ★ Ask Torah readers to contact Cantor and discuss / practice their Torah reading. If the Cantor has not heard from a Torah reader by at least one week before, she will reassign the Torah reading
- ★ Contact office with room diagram, ushers, menus
- ★ Email a final draft of typed "Honors List" to the Cantor
- ★ Serve as ushers one B'nai Mitzvah (Friday and Shabbat) prior to the date of your own event.



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2 Weeks Prior

- ★ Remind Torah readers to contact the cantor to discuss and practice their Torah reading, if they have not done so already.
- ★ Contact office with final counts of guests

1 Week Prior

- ★ Drop off your personalized programs 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 the scheduled rehearsal, including photography (never on a Friday)
- ★ Attend morning minyan the Thursday of the week of your event to practice the Torah reading and the layn tefilin.
(Mandatory for both boys and girls.)

Week of

- ★ KEEP CALM, AND DON'T FORGET TO ENJOY IT
- ★ All deliveries (flowers, food, etc.) must be delivered by 12pm on Friday
- ★ Get as good a night's sleep, if possible