

**Checklist for Bar/Bat Mitzvah Celebration at
Temple Beth Israel of
Highland Park & Eagle Rock**

	DUE	NOTES
Join Temple Beth Israel		Must be a member in good standing for the year prior to the event. This means that all dues are paid in full (or other arrangements have been made with the Board).
Enroll in Torah School		Children must be enrolled and maintain good attendance in the Torah School during their participation in the TBI B'nai Mitzvot program.
Select date for event	Ten months prior to the celebration	Event will be after the child's 13 th Hebrew birthday (which is slightly different from the secular birthdate). Coordinate with Ritual Committee Chair, Cantor and TBI facilities.
Access for Google Drive	Ten months prior to the celebration	Once the Bar / Bat Mitzvah is scheduled, access to the B'nai Mitzvah folder in Google drive will be given
Pay Bar/Bat Mitzvah Fee	Ten months prior to the celebration	For fiscal year 2016-17, this fee is \$1,000; \$500 is due at the time of scheduling the Bar / Bat Mitzvah celebration. The remainder is due no later than two months before the celebration.
Arrange extra tutoring	6-9 months prior to celebration	Check with rabbi and cantor to assess readiness. Check with Ritual Committee Chair to receive recommendations regarding liturgy tutoring.
Prepare D'var Torah	3 months prior to celebration	Work with rabbi / rabbinic intern to prepare D'var Torah
Design service	3 - 6 weeks prior to celebration	Meet with rabbi and cantor to personalize service and assign honors to friends and relatives.
Coordinate celebratory meal following service	3 - 6 weeks prior to celebration	Work with Ritual Committee Chair and TBI Temple Administrator to arrange caterers or volunteer kitchen helpers to prepare and serve the <i>Kiddush</i> – the celebratory meal for the community following the service.
Hold rehearsal	1 –2 weeks prior to celebration	Hold rehearsal with the student, the family, the Tutor(s), and the Clergy. Pictures may be taken at this time.