

B'nai Mitzvah Planning Timeline

2-3 Years Before B'nai Mitzvah

- Bar/bat mitzvah date is assigned – tell family & friends to save the date!

1-2 Years Before

- Attend “Nuts and Bolts” meeting at BAI (parents only)
- Make arrangements for a tutor, making sure to check in with the Hazzan first
- Reserve a reception and/or party space
- Reserve hotel rooms for out-of-town guests

1 Year Before

- Initial meeting with the Hazzan/b'nai mitzvah coordinator to discuss all aspects of the service including prayers, preparation, honors, tutoring, etc.
- You'll receive a phone call from the office to discuss logistics, calendaring, and general expectations
- Attend b'nai mitzvah workshops (for children & parents), usually held on Sunday mornings 4 times throughout the 6th grade year
- Meet with caterer, musicians, florist, photographer, etc. as necessary. Please check with the office for a list of approved caterers and preferred vendors.

8 Months Before

- Mitzvah project proposal completed and given to the Hazzan

6 Months Before

- First meeting with the Rabbi to discuss d'var Torah; set dates for additional meetings, usually 1-2 months in advance of b'nai mitzvah
- Set date to meet with the Hazzan for an informal meeting (usually 2 weeks before the b'nai mitzvah; for students only)

4 Months Before

- Finalize guest list
- Order invitations
- Order kippot (optional)
- Order a tallit for the b'nai mitzvah

2-3 Months before

- Begin filling out honors form, including Hebrew names
- Send out invitations
- Touch base with the BAI office to start determining details of event
- Meet with the Rabbi to discuss d'var Torah
- Make sure all vendors have submitted an insurance certificate & vendor agreement

1 Month Before

- Order additional van service to extend hours of service, if necessary
- Submit draft of d'var Torah to the Rabbi

2 Weeks Before

- Submit list of honors, parent blessing, and program wording to the office
- Submit final setup and attendance to office
- Meet with the Hazzan for an informal run-through

Week Of:

- Dress rehearsal & photographs (usually Wednesday before b'nai mitzvah)
- All supplies dropped off before noon on Friday

Day Of:

- Bring to BAI: List of honors; parent blessing; child's binder of blessings/ haftarah/ Torah/d'var Torah materials; bottle of water; tissues
- Relax, take a deep breath, and **mazal tov!**