

Bar or Bat Mitzvah Time Line

1 YEAR

- Students begin weekly Chevruta classes on Wednesdays 4:00 pm – 6:00 pm
- Initial meeting with the Program Director to go over weekend details
- If you are having your celebration at the temple, reserve the date with a \$100 deposit and complete a Facilities Agreement and return to the Program Director
- You will be contacted by letter regarding meetings scheduled with the Rabbi and Cantor. Once the Cantor assigns a tutor, your will be contacted by her assistant to set up all sessions for the year ahead
- *Bar/Bat Mitzvah fee must be paid in full or financial arrangements to CRJ must be made with the Executive Director before the first appointment with the Rabbi.*

6 MONTHS BEFORE

- Choose invitations (25% discount for CRJ members, cardsbycgirls@gmail.com)
- Purchase a Tallit (available in the CRJ gift shop)
- ALL current membership obligations must be current

2-3 MONTHS BEFORE

- Schedule an appointment with Event Manager (jbegani@crjorlando.org) to finalize plans, re: Family Dinner, Oneg or Kiddush Luncheon. If applicable, complete Facility Agreement and pay in full at this time.
- Picture of Child and paragraph for the Chai sent to jbegani@crjorlando.org
- Order Kippot (optional – email Julie at createyourevent@gmail.com to order)

4-6 WEEKS BEFORE

- Sanctuary Rehearsals begin
- Caterer's Liability and Security Deposit MUST be returned (if applicable)
- Parents and Bar or Bat Mitzvah should attend a minimum of two Friday night and Saturday morning services together.

2 WEEKS BEFORE

- Confirm room set-ups with the Program Director/Caterer
- Order a one-pound challahs and a five-pound challah. We suggest purchasing from Ben's Bake Shop in Altamonte Springs – if you are not working with a Caterer
- Purchase two 64-oz. containers of white grape juice
- Return Honors Sheet via email to ablackmore@crjorlando.org, supply office with 2 reams of paper in your choice of color

WEEK OF

- Parents attend family rehearsal
- Proof the completed Service Supplement
- Create/Drop off Baskets for the Bathrooms & Kippot (optional)

FRIDAY MORNING

- Family responsible for providing dessert/fruit platters and table covers arrive by 9:30am to drop off /create platters.
- Bring challahs and grape juice
- Quantity of Oneg Food (see service guidelines enclosed)
- Soda and Creamer (optional)
- CRJ provides serving platters, doiles, gloves, plastic wrap (if needed)

- CRJ sets up tables, supply paper goods, and coffee

FRIDAY NIGHT

- Arrive at temple 30 minutes prior to beginning of Shabbat Service
- Remove and package food from Oneg tables, upon completion of Oneg
- Your family will be participating in the Shabbat Service that evening. You will be lighting Shabbat candles or saying the blessing over the wine, or both. Your child will be given a special prayer to recite.
- You are welcome to host a Shabbat family dinner at CRJ. There is a fee to rent a room and a preferred Caterer could prepare your meal.

SATURDAY

Photography - No photography during the service

Family Portraits: Double - Family A at 8:00 am & Family B at 8:30 am | Single - 8:30 am

Clergy Photos and Torah: 9:00 am

Family Blessing/Tallit: 9:40am

Videography

Must be a preferred Vendor with CRJ

Unmanned Camera only

Timing

Rabbi meets with Honors people @ 9:30

Service starts @ 10

Service ends for Single B'nai Mitzvah at 12:00/12:15 | Double B'nai Mitzvah at 12:30/12:45

Kiddush Luncheon

Open to everyone, Caterer must be on approved vendor list

If there is no luncheon scheduled at CRJ Challah/Motzi and Grape Juice in Hallway

All Caterer's must be APPROVED by CRJ Event manager.

- Bring Kippot, prayer book, D'var Torah, Haftorah, English translation of Torah portion, Tallit and Kippah, and any other pertinent material

