

## TIMELINE FOR B'NEI MITZVAH PREPARATION

When	What	Who
18-24 months prior	Send b'nei mitzvah scheduling letter to Kitah Hey families, typically toward the end of the school year.	Staff
	Attend b'nei mitzvah planning/orientation meeting (Family receives handbook), typically in October of the 6th grade year.	Family, Rabbi, Educator, Exec Dir
	Choose and confirm date with office	Family
	Inform extended family of date	Family
12-13 months prior	Assign tutor and communicate to the family. (First payment of \$500 due at this time.)	Rabbi/Educator
11-12 months prior	Begin lessons: learning Haftarah trope, blessings before and after aliyah, Maftir, Torah readings	Student
6-8 months prior	Begin regularly attending Shabbat services	Family
	Make guest list, schedule rooms for out of town guests (keep Public School & UW calendars in mind, along with City of Madison events)	Family
	Decide on celebration details in addition to Saturday kiddush (Friday dinner, Saturday evening party?)	Family
	Contact caterers or decide to self-cater, prepare invitations	Family
3 months prior	Meet with the Executive Director about celebration(s) at BIC	Family
	Schedule first rehearsal with the Rabbi for 2 months prior to the service	Family
	Speak with Rabbi and Rayla about requests for daveners or Torah readers	Family
10 weeks prior	Send invitations	Family
	Begin writing d'var Torah	Student, Educator, Rabbi
2 months prior	Child's first rehearsal with the Rabbi	Student, Rabbi
	Schedule 2 things: a meeting with the Rabbi (for about 2 weeks prior) and the 2nd rehearsal (for the week of the simcha)	Family
1 month prior	Finish and practice d'var Torah	Student
	Order flowers, if using	Family

2 weeks prior	Finalize honors form and return to the office	Family
	Finalize Kiddush menu and building use plans, including kitchen time, with the Executive Director	Family or caterer
1-2 weeks prior	1-hour family meeting with the Rabbi	Parents, Student, Rabbi
Week of simcha	Sanctuary rehearsal (typically Thursday, after aufruf)	Rabbi, Student, Family
	Optional: Send 50-100 words of thanks to the office for inclusion Family in the printed announcements for Shabbat. Note that service leaders and Torah readers will be listed automatically.	Family
	Give floor plan for kiddush lunch to the office. Your caterer may do this for you.	Family or caterer
	Optional: Decorate social hall	Family
Thursday	Attend aufruf at morning minyan (7:15am); bring tallit and tefillin. Arrive early enough to wrap tefillin by 7:15.	Student, Family
Saturday	Arrive at 9:00am; bring tallit	Student, Family