

B'nai Mitzvah Student's Name

Who's who

Parent(s):

Bar/Bat Mitzvah:

Kolot B'nai Mitzvah Coordinator:

Approximate number of guests expected

Schedule

3:00 PM – B'nai Mitzvah Coordinator and custodians arrive.

3:30 PM

- **Parent Volunteers arrive.** Check in with B'nai Mitzvah Coordinator
- Parent Volunteers to shamas (greet guests and hand out siddurim):
 - o Set out sign in sheet for Students.
 - o Greet visitors as they enter and hand them a prayerbook with parsha

4:00 PM – Service starts.

5:15 PM – B'nai Mitzvah Coordinator sets up challah and kiddush.

5:30 PM – Service ends.

5:30-6:00 PM– Kiddush and motzi downstairs

Room Setup

Kiddush Set-up:

Set out one small table to place challah on. Put tablecloth out.

NOTES

Important Phone Numbers:

B'nai Mitzvah Coordinator –

Parent(s) -

B'nai Mitzvah Inventory

Kiddush

- Parent(s) to bring challah and grape juice and cups for Kiddush.