

# B'nai Mitzvah Supplement

**Rabbi Steven L. Silver**  
**Jessica Hutchings, Cantorial Soloist**  
**Randi Sher, Director of Education**  
**Robin Franko, Executive Director**

With Timelines, Forms And Reminders.



1101 Camino Real, Redondo Beach, CA 90277  
(310) 316-8444 [www.templemenorah.org](http://www.templemenorah.org)

Revised January 5771

## 12-18 MONTHS (ahead of date)

## Completed

- |    |   |       |
|----|---|-------|
| 1. | Attend a parent-student introduction with rabbi, cantor and educator.   | _____ |
| 2. | The cantor will contact the parents to make arrangements for tutorial & your child's Torah/Haftarah portion will be given at this time. | _____ |
| 3. | Plan the broad outlines of your celebration, e.g. afternoon or evening, home, synagogue, hotel, etc.                                    | _____ |
| 4. | Reception facility - if not at the temple social hall, reserve elsewhere (hotel/restaurant).  | _____ |
| 5. | Food: caterer, home cooked, restaurant.   | _____ |
| 6. | Music for Jewish celebration: Klezmer, Israeli, Hebrew, etc.  | _____ |
| 7. | Reserve DJ/Band/Dance floor   | _____ |

## 9-12 MONTHS

- |    |  |       |
|----|--|-------|
| 1. | Determine how family may participate in the ceremony (parents, siblings, cousins... may want to read Torah for example). | _____ |
| 2. | What can he/she do?  | _____ |
| 3. | Child begins preparation for Bar/Bat Mitzvah portion with Cantor and Torah educator.                                     | _____ |

## 6 MONTHS

- |    |  |       |
|----|--|-------|
| 1. | Begin planning your guest list.  | _____ |
| 2. | Select invitations and wording.  | _____ |
| 3. | Select Tallit (Judaica Shop can assist).                               | _____ |
| 4. | Reserve photographer for the Friday before Bar/Bat Mitzvah at 11:30am. | _____ |

## 4 MONTHS

1. Letter from the Rabbi will arrive with rehearsal date inviting the family to meet with him to prepare the D'var Torah. \_\_\_\_\_
2. Order Invitations for delivery within 4 weeks. Take envelopes home if possible (to address ahead of time). \_\_\_\_\_
3. Make hotel/motel reservations for out of town guests. \_\_\_\_\_
4. Order Kippot (yarmulkes) for personalization. \_\_\_\_\_

## 3 MONTHS

1. Get Coordination list with Executive Director from office for room setup, colors/rentals as needed (trees/room dividers/extra chairs). \_\_\_\_\_
2. Review guest lists. \_\_\_\_\_

## 10 WEEKS

1. Determine final guest list. \_\_\_\_\_
2. Address envelopes for mailing. \_\_\_\_\_
3. Order party favors/prizes for games. \_\_\_\_\_

## 8 WEEKS

1. Include inserts for hotel arrangements and directions. \_\_\_\_\_
2. Mail Invitations. \_\_\_\_\_
3. Complete menus with caterer. \_\_\_\_\_
4. Order centerpiece arrangements...(something to donate is best). \_\_\_\_\_
5. Flowers/balloons/theme. \_\_\_\_\_
6. Prepare list of Aliyot (those to be called to the Torah) email this to [rfranko@templemenorah.org](mailto:rfranko@templemenorah.org) one month prior to the Bar/Bat Mitzvah date! \_\_\_\_\_
7. Send digital photo of the Bar/Bat Mitzvah child to [rfranko@templemenorah.org](mailto:rfranko@templemenorah.org) for inclusion in the monthly Menorah Message. \_\_\_\_\_

## 6 WEEKS

1. Think about seating arrangements and room arrangement. \_\_\_\_\_
2. Make place cards. \_\_\_\_\_
3. Make sure everyone in your family has something to wear to the celebration...SHOP IF NECESSARY!!! \_\_\_\_\_
4. Order Leaf for Tree of Life (optional) -- Notify coordinator (Marcia Spanier (310) 378-3156). \_\_\_\_\_

## 4 WEEKS

1. Bar/Bat Mitzvah students are expected to have mastered and finalized all the materials for the service including the D'var Torah.
2. Aliyah list should be in the office so Rabbi can send a letter (list needs English names, Hebrew names, and addresses). \_\_\_\_\_

## 3 WEEKS

1. Make up a packet of local information for your out of town guests. \_\_\_\_\_
2. Confirm with coordinator (if using one) or Temple, guest count for Friday Night Oneg and Saturday morning Kiddush/any special requests? \_\_\_\_\_
3. Arrange for Bar/Bat Mitzvah brochure (optional) to be handed out on the day of the Bar/Bat Mitzvah. This explains parts of the service. (Examples are available in the office). \_\_\_\_\_
4. Order Bar/Bat Mitzvah cake (optional). \_\_\_\_\_

## 2 WEEKS

1. Dress rehearsal in the sanctuary (approximately 10-14 days before event). (Date is set and will be in your Initial Meeting letter from the Rabbi.) \_\_\_\_\_

## **THE LAST WEEK**

1. Final Review with Coordinator (if using one) or call office. \_\_\_\_\_
2. Confirm times with Photographer/Videographer. \_\_\_\_\_
3. Have brochure printed. \_\_\_\_\_
4. Call office on Monday to specify flower color. \_\_\_\_\_
5. SMILE 😊 you've all done a GREAT job!!! \_\_\_\_\_

## **ONE WEEK TO ONE MONTH AFTER**

1. Complete thank you notes. \_\_\_\_\_
2. Send 10% donation from Bar/Bat Mitzvah gifts if giving one. Please let the synagogue office know so that recognition can be given in the Menorah Message. \_\_\_\_\_

# Temple Menorah

## Bar/Bat Mitzvah Information Form

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Full Name in English: \_\_\_\_\_

Hebrew Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Bar Mitzvah: \_\_\_\_\_

Hebrew Date of Bar Mitzvah: \_\_\_\_\_

Parashah: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Father's Hebrew Name: \_\_\_\_\_

Father's Work #: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Mother's Hebrew Name: \_\_\_\_\_

Mother's Work #: \_\_\_\_\_

Step Parents: \_\_\_\_\_

Siblings: \_\_\_\_\_

# Temple Menorah

## Aliyot and Honors Form

Bar/Bat Mitzvah of \_\_\_\_\_

Criteria for people called to the Torah: Being called to the Torah is a special privilege. As a Reform congregation, we recognize the religious equality of women and men. Therefore, all Jewish females and males over the age of thirteen can be considered for an Aliyah. We strongly recommend that you select people who are comfortable with the singing of the Hebrew prayer. We will send the text to them in Hebrew and in transliteration prior to the Bar/Bat Mitzvah. Thank you for your help and cooperation in filling out this form completely and legibly. This form will be emailed to the family during the meeting with the executive director. Please return this form at your first Bar/Bat Mitzvah meeting with Rabbi Silver.

Honor	English Name	Hebrew Name	Address
<b>1<sup>st</sup> Aliyah (Rishon) – Kohen</b>			
<b>2<sup>nd</sup> Aliyah (Sheni) - Levi</b>			
<b>3<sup>rd</sup> Aliyah (Shlishi)</b>			
<b>4<sup>th</sup> Aliyah (Revi'i)</b>			
<b>5<sup>th</sup> Aliyah (Hamishi)</b>	Leave open for Congregation		
<b>6<sup>th</sup> Aliyah (Shishi)</b>			
<b>7<sup>th</sup> Aliyah (Shvi'i) - Parents</b>			
<b>Maftir - Bar/Bat Mitzvah</b>			
<b>Torah Lifter (Hagbah)</b>			
<b>Torah Dresser (Glilah)</b>			





"A SYNAGOGUE GROWS WITH  
THE LIVES OF ITS MEMBERS"

## TREE OF LIFE

We take great pride in the handsome metal sculpture that graces the entrance of our Temple. Our TREE OF LIFE is a powerful, visually arresting representation of prayer.

The commemorative bronze "leaves" provide an opportunity to give thanks for life's blessings, to dedicate wishes of love to honor family simchas and to offer congratulations for special occasions and life cycle events.

Each leaf brings new growth to our TREE OF LIFE, and becomes a part of a thing of beauty as well as a reflection of the spirituality of family life and Temple Family togetherness.

With a donation of \$180.00, a leaf will be custom engraved and mounted on the TREE OF LIFE for you.

\*\*\*\*\*  
\*\*\*\*\*

(The maximum number of characters per leaf is **54 total**, engraved on 3 or 4 lines)

*I would like to have engraved on our Leaf:*

Child's Name: \_\_\_\_\_

Torah Portion: \_\_\_\_\_

Message: \_\_\_\_\_

From: \_\_\_\_\_

**Please attach payment of \$180 to this form. Make checks payable to Temple Menorah**  
(Please order at least 30 days in advance of date needed.)

# Flower Fund



Bar/Bat Mitzvah of: \_\_\_\_\_

This message will be printed in the Pulpit Folder and Menorah Message.  
There is a \$25 fee for each name to be recognized.

In Honor Of: \_\_\_\_\_

In Honor Of: \_\_\_\_\_

In Honor Of: \_\_\_\_\_

In Memory Of : \_\_\_\_\_

In Memory Of : \_\_\_\_\_

In Memory Of : \_\_\_\_\_

# Temple Menorah



## Bar/Bat Mitzvah Giving Opportunities For Grandparents and Family

*It is a wonderful tzedakah gesture to inscribe a Torah book or Prayer book in Honor of your Bar/ Bat Mitzvah child.*

Each book will be inscribed with your name, the child's name, and the date/Torah portion of the Bar/Bat Mitzvah.

Torah books and Siddurim can also be presented to the Synagogue in Memory of a loved one.

You may personally present this at the Sabbath Service or have the Rabbi mention your gift.

\_\_\_\_\_ Torah Books @ \$70 each = \_\_\_\_\_  
\_\_\_\_\_ Siddurim @ \$40 each = \_\_\_\_\_

### Donor Information:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to Honoree:  
\_\_\_\_\_

### Book Plate Inscription:

\_\_\_ In Honor Of

\_\_\_ In Memory Of

\_\_\_ In Appreciation Of

\_\_\_\_\_  
Name

Hebrew Date: \_\_\_\_\_

Torah Portion: \_\_\_\_\_

# Temple Menorah Yahrzeit Memorial Plaque

**PERSON TO BE MEMORIALIZED:**

English Name: \_\_\_\_\_

Date Deceased &amp; Time (Secular): \_\_\_\_\_

Hebrew Name: \_\_\_\_\_

Date Deceased (Jewish): \_\_\_\_\_

**\*\* We need the following information to complete the Hebrew name:****DECEASED SON/DAUGHTER OF:**

English: \_\_\_\_\_

Hebrew: \_\_\_\_\_

Requestor: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Member: \$600.00 Non-member: \$850.00

**The date shown in the block will be inscribed on this plaque.****\*\* Please send a check payable to Temple Menorah to Shirley Kaufman, 5071 Silver Arrow Drive, Rancho Palos Verdes, CA, 90275 (310) 541-2303**

Date Received: _____	Amount Received: _____	Check #: _____
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The following are Temple Menorah's policies which apply to all photographers and videographers who have been hired in conjunction with events at Temple Menorah.

### **IN THE SANCTUARY - During the Service**

Still photography, with or without flash lighting, is not permitted during services in the sanctuary. Videotaping during a service in the sanctuary is permitted. However, no additional lights or flash lighting may be used. The videographer must stand only in the spot designated by the Temple liaison and cannot move about during the service. Under no circumstance is anyone to attempt to connect auxiliary microphones to the Temple's microphones already on the *bimah*.

Do not rearrange flowers or furniture in the sanctuary. If you need something moved, please ask a Temple Custodian for assistance.

Friday Before the Service - An appointment has been pre-arranged with the Rabbi and Cantor for 11:30 a.m. on the Friday before the Bar/Bat Mitzvah.

Torah scrolls are not to be removed from the Ark without permission from the clergy or the Temple office. Either the Cantor, Rabbi, or Torah teacher will assist you with the appropriate Torah and how to handle it. If you open the Ark to take pictures, please be sure that you close it when you are finished.

Because there are so many events scheduled in the Temple on any given day, you must make an appointment **in advance** with the Temple office if you wish to take pictures in the sanctuary. This also applies to the time intervals immediately preceding and following your event.

### **OUTSIDE THE SANCTUARY**

Please do not rearrange furniture. If you need something to be moved, please ask the Custodian for assistance.

Please do not block entrances, stairwells or hallways while taking pictures.

Please be mindful at all times of trailing cords or other devices that may cause hazards.

Please follow any directions given by either the Temple Liaison, the Custodian or Security Guard while you are working at the Temple.

.....  
**I agree with the above guidelines**

Name of Photographer/Videographer \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date of Event \_\_\_\_\_

Name of Temple Family \_\_\_\_\_



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# Facility Fee Schedule

## Members

**\*Social Hall** (up to 275 people) Includes 29 tables, 200 chairs, (coffee/tea set up for members only). \$1,050

**Garden Room** (up to 60 people) Includes 10 tables, 60 chairs, (coffee/tea set up for members). \$200

**Classroom** (up to 30 people) Includes chairs, standard classroom tables), (coffee/tea set up for members). \$75

**Sanctuary** chuppah set-up fee. \$150

**Plaza** (tents OK) (includes 29 tables, 120 chairs, & coffee/tea service). \$200

**Kitchen Fee** \$300

**\*Labor** per custodian required when building is opened or closed before or after regular hours). \$175+

**Kitchen Helper** (must be hired when kitchen being used). \$20/hour

**Security Guard** \$25/hour per guard

# Temple Menorah

## Bar/Bat Mitzvah Check List

### LAST MINUTE REMINDERS

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#### MONDAY BEFORE:

1. Donation to Flower Fund for other names (\$25 per).
2. Two bottles of Whiskey, Scotch and/or Bourbon for Kiddush (bring to Kitchen or Office).
3. \$45 for 3 CDs of entire Bar/Bat Mitzvah ceremony.
4. Kiddush/Oneg information to the Executive Director. (**Monday is very last day!!!!**)

#### DAY OF:

1. Tallit
2. Yarmulka
3. Workbook
4. Final Copy of Speech
5. Folders or Pamphlets for Foyer
6. Kleenex
7. Personal camera
8. Parent's Speeches (1/2 page or less, typed)
9. Special Kipot, personal Tallitot for each member of the family
10. Bag for gifts from Synagogue and Sisterhood (medium sized bag)