



# B-MITZVAH CHECKLIST

- ☐ Pathway to B-Mitzvah Kickoff Meeting (December)
- ☐ Complete Online B-Mitzvah Date Request Form (due in January)
- ☐ What's My Story? 4<sup>th</sup> Grade Family Program (February/March)
- ☐ B-Mitzvah Planning Together Meeting (16-26 months prior)

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**18 Months** ☐ Reserve synagogue space for Friday Night Dinner or Saturday Celebration with Heather (hgarrett@bethelmc.org)

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**15 Months** ☐ Complete online Tutor Selection Form

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**12 Months** ☐ Begin serving at Kiddush "30 Minutes and a Smile"  
☐ Develop ideas and begin Mitzvah Project

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**6 Months** ☐ Complete online form relating to terminology and gift selection  
☐ Receive notice of B-Mitzvah Rehearsal date and time  
☐ Pay B-Mitzvah Administration Fee  
☐ Meet with Hazzan

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**3-4 Months** ☐ Begin meeting with officiating Rabbi  
☐ Order custom kippot (see page 7 of the B-Mitzvah Family Guide)  
☐ Arrange synagogue photography session with Sara (sgreenbaum@bethelmc.org)  
☐ Acquire a Tallit

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**2 Months** ☐ Receive Kiddush information and begin making arrangements  
☐ Order bimah flower arrangement (see page 9 of the B-Mitzvah Family Guide)

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**1 Month** ☐ Meet with Hazzan  
☐ Pay Kiddush Fund Contribution  
☐ Finalize Torah readers and assignment of honors; submit information and completed Ceremony Information Sheet to Robin (rfinkelstein@bethelmc.org)  
☐ Notify Sara (sgreenbaum@bethelmc.org) of special accommodations or security needs  
☐ Send 'Helpful Information for Guests' to your guests

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**1 Week** ☐ Participate in final rehearsal with clergy  
☐ Send photo of B-Mitzvah child to Robin (rfinkelstein@bethelmc.org)  
☐ Deliver kippot to main office (no later than 12 pm on Friday)  
☐ Relax and enjoy your simcha!