

B'nai Mitzvah Countdown ...

One Month Prior

1. Student's final check off by Rabbi Rader on prayers and Torah/Haftarah readings.
All materials must be completed by 1 month prior to the Bar/Bat Mitzvah. The last 4 weeks is for review only.
After this check off, Rabbi Rader will print a final list of all prayers that the student will do in the service.
2. Students begin working on D'var Torah (speech)
We will begin this during the Sunday workshops or in our weekly lessons. Most of the writing will take place at home and be emailed to Rabbi Rader for editing between lessons.
3. Schedule Family Meeting and Service Rehearsal with Rabbi Rader.
The Family Meeting will happen 2 weeks prior at your home or Rabbi Rader's home. We'll walk through the whole service and assign the honors to be given to your family & friends at the service.

The Service Rehearsal will take place the week of the Bar/Bat Mitzvah ideally at the venue of the actual service with the microphones on. Please contact your venue to arrange this rehearsal.
4. Work on Program for the service. (optional)
See Sample at <http://www.neshamah.co/online-forms/sample-program/>
5. Discuss sponsoring an upcoming Shabbat Havurah service at the Library in honor of your child with Rabbi Rader. Grandparents and other important relatives may also sponsor the Shabbat Havurah.
This donation is a gesture of support to Neshamah and allows us to continue providing Jewish services where no one is turned away for financial reasons. There is no minimum sponsorship amount. Typical sponsorships range from \$100 - \$500.
Sponsors are thanked publicly at the Library Shabbat service and on the cover of the Shabbat Program.
6. Students review 1/2 service and Torah or Haftarah daily.

Two Weeks Prior

1. Family Meeting with Rabbi Rader
We'll review the service and the honors available for your guests.
2. Notify family/friends of their parts in the service.
Send copies of prayers/readings if necessary.
3. Submit photo and B'nai Mitzvah Bio to Rabbi Rader for the upcoming Neshamah Shabbat Program.
4. Students review whole service and all Torah / Haftarah readings every day.
5. Students complete D'var Torah

Week Prior

1. Service Rehearsal with Rabbi Rader
This is a chance to take formal family photos and video with the Torah. Ideally the rehearsal will take place at the venue of the service with the microphones set up as they will be at the service.
2. Gather supplies for Service
Student notebook with speech
Kippot for all male guests (required)
Women's head coverings (required for women coming up to the bima)
Talit for student (required)

Soft candies to throw (optional)
Yad -Torah pointer (optional)
Programs for Service (optional)
Kiddush Cup (optional)
3. Students review whole service and all Torah / Haftarah readings every day.
4. Students read through speech every other day.
5. Relax and prepare to have fun at your celebration!