

BAR and BAT MITZVAH TIMELINE AND CHECKLIST

Right Now!

- Speak to Mrs. Fox about any special learning needs your child may have.
- Discuss with your child the kind of *Tikkun Olam* project that would fit his/her interest and talents. (see included packet).
- Discuss with your child the kind of celebration that will be meaningful for the occasion and for your family
- Begin making specific arrangements for your celebration.
- Look over the information and contracts given to you by the synagogue office and note on your calendar the dates on which plans must be finalized.
- Read over your child's *parashah* and *Haftarah* in English and help him/her begin to think about a *D'var Torah*.
- Begin blessing your children on Friday evening.
- If you are not already, start attending Shabbat morning services weekly. Students come to Bar/Bat Mitzvah Club.

1 year before:

- If you have specific concerns, speak to Cantor Cohn about lessons.
- Work out the details of your child's *Tikkun Olam* project.
- If you are using a caterer, make sure it is one of those approved by the synagogue before finalizing arrangements.
- Make arrangements to pay all dues owed to the synagogue. Families with financial hardship may speak to the Executive Director to discuss this need.
- Return contract to the synagogue office.
- Decide what family members or friends you will ask to read *Torah*. Work out specific assignments with Moshe Pinchover, our Ritual Director.
- Speak to Cantor Cohn about participation of other family members, including younger siblings, in the service.
- Begin to plan who will have *Aliyot* and *bimah* honors and gather Hebrew names for those involved

6 months before:

- Order invitations.
- Order *kippot* if desired.
- Finalize details for the *Tikkun Olam* project.
- Begin to work on your written program if you choose to do one.

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6 Months Before (cont.)

- Make sure all *Torah* readers have begun studying their parts \
- Submit photo and information form to be used with photo in newsletter.
- Submit a description of the student's *Tikkun Olam* project. Please use the form accompanying this package.
- Carolyn Topol** will contact you to arrange family meetings with Rabbi Small.
- Denise Order**, our Kiddush Coordinator, will call to help you plan.

2 months before:

- Meet with Rabbi Small in his study.
- Discuss *Aliyot* and *bimah* honors with Rabbi Small and submit a complete list of honors/participants to Moshe Pinchover, our Ritual Director.
- Order *tefillin*. Go to Sunday morning services at 8:00 a.m. to learn how to put on the *tefillin*.
- Check on all arrangements.
- If you wish, arrange for your photographer, or a friend, to take family photos with the clergy after morning *minyan* Thursday morning before the *Bar/Bat Mitzvah* date.
- Have your child's photo taken by office staff or submit a digital photo to be used in the newsletter.
- Complete Thursday morning Minyan breakfast form and return to Carolyn Topol.
- If you choose to have a written program, email it to Rabbi Small and Cantor Cohn for review and approval.
- Send copies of blessings to everyone who will be called to the Torah and a copy of FAQ's about attending services at The Emanuel Synagogue
- Discuss the details of your celebration with the Executive Director.
Please make sure that all dues owed to the synagogue and other fees connected with your *simcha* are paid prior to the *Bar/Bat Mitzvah* date.
Please Note: Families with financial hardship may speak to the Executive Director to discuss their need.

1 month before:

- Make sure that all arrangements are in place.
- Review *Torah* blessings, *Shehecheyanu* blessing, and Parents' blessing (even if you have recited these blessings many times before, please remember that you may be nervous – a review never hurts!).

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- Student finalizes *D'var Torah* with Rabbi Small.
- Review *Torah* reading (if parents are reading *Torah*)
- Practice *Yevarekheka* blessing and *Shehechyanu*, recited on Saturday morning.

1 week before:

- Some students read *Torah* at the Saturday evening *minchah* service the week before the *Bar/Bat Mitzvah* date. Some do the same Monday morning.
- Attend Thursday morning *minyán* and breakfast with student. Student has *aliyah* and may read *Torah*.
- Have photos in the Sanctuary if desired.
- After the breakfast, rehearse on bimah with Rabbi Small.

Friday night of *Bar/Bat Mitzvah*:

- Come to services.
- Bar/Bat Mitzvah* leads *Kiddush*, possibly other parts of service.

Day of *Bar/Bat Mitzvah*

- Arrive at the service at least fifteen minutes before the announced starting time. Make sure you have a copy of the *Haftarah* and *D'var Torah* with you.
- Enjoy a wonderful day!

After the *Bar/Bat Mitzvah* day

- If unfinished, complete *Tikkun Olam* project.
- Write thank-you notes.
- Continue attending Religious School and *Shabbat* services.

BAR and BAT MITZVAH TIMELINE AND CHECKLIST



The Emanuel Synagogue Facility Rental Fees

For information and help with planning, contact Executive Director,
Stuart Levy, (860) 236-1275, stuart@emanuelsynagogue.org

ALL PRICES QUOTED ARE AS OF OCTOBER 2011. THEY ARE SUBJECT TO CHANGE

The Emanuel does not charge a rental fee for Kiddushim at which the congregation is invited. Rental fees apply only to private celebrations.

Room Rental Fees

Koret Hall	\$400.00
Silverman Auditorium	\$700.00
Koret/Silverman	\$850.00
Lobby	\$150.00
Siegal Garden	\$175.00 (when used for food service)
Koret/Silverman/Lobby	\$900.00
Banks Garden	\$175.00 (when used for food service)

Other fees and information:

- \$200.00 kitchen fee is charged to the congregant. This covers clean-up of the kitchen after the caterer has finished. (\$100.00 kitchen fee when Crown Market, Joy of Cooking, or Emanuel Brotherhood cater.)
- Rental fees include the use of 60-inch round tables, 72-inch round tables (we own 9), 8 foot and 6 foot long rectangle tables, and our chairs.
- Your rental fee includes a custodian on the premises during the entire celebration.

These rates are for members of The Emanuel Synagogue and apply only to current dues paying members.

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EMANUEL SYNAGOGUE APPROVED CATERERS AND MARKETS

THIS LIST IS CURRENT AS OF OCTOBER 2011 AND IS SUBJECT TO CHANGE.
PLEASE CHECK WITH STUART LEVY FOR CURRENT INFORMATION

Emanuel Brotherhood
38 West Forest Ave.
The Brotherhood donates all profits earned from catering to the synagogue
Attention: Saul Shemkovitz
sshemkov@gmail.com
860-573-9510

Joy of Food, LLC
Attention: Paul & Debbie Bettan
27 Timberwood Rd.
West Hartford, CT 06117
joyoffood@comcast.net/Margery@margerygussak.com
860-231-1861 or 860-798-9388

Abel Caterers, Inc.
Attention: Meredith Abel
70 Bradley Rd.
Woodbridge, CT 06525
Meredith.abel@acicg.com
1-800-942-2235/203-389-2300

Big Y (bakery)
Bishops Corner
West Hartford, CT 06117

Catering by Shuman
Attention: Steve Shuman
cateringbvshuman@yahoo.com
860-242-0697

Chez Josef
Attention: Linda Skole
176 Shoemaker Ln.
Agawam, MA 01001-3677
Linda@chezjosef.com
1-800-221-0877

Crown Market
Attention: Bob or Roger
2471 Albany Ave.
West Hartford, CT 06117
860-236-1965

Main Events Caterers
38 West Forest Ave.
Englewood, NJ 0763
office@mecaterers.com

Marge Gussack Catering
540 D North Main St
Manchester, CT 06040
860-643-0640

Steven Herman Catering
P. O. Box 320361
Fairfield, CT 06825
madeline.calderone@mac.com
203-336-9222

Tambourine Catering
51 Edwin Rd.
South Windsor, CT 06074
860-289-7090

The Wisk
Attention: Jay Ginewsky
109 Main St.
Collinsville, CT 06019
thewisk@att.net

Yosi Kosher Catering
598 Hayden Station Rd.
Windsor, CT 06095
info@kosher2you.com
860-805-0146



The Emanuel Synagogue Event Planning Form

For information and help with planning, contact Executive Director,
Stuart Levy, 236-1275, stuart@emanuelsynagogue.org

Date of *Simcha*: _____

Parents' Names _____ Child's Name _____

Address _____ email _____

Home Phone _____ Cell Phone(s) _____ / _____

ALL PRICES QUOTED ARE AS OF OCTOBER 2011. THEY ARE SUBJECT TO CHANGE
For the *Kiddush* the following is our plan: Please note that all items of food or decoration must
be in the synagogue by the preceding Friday, by 1:00 pm.

- _____ We will be personally providing _____
(e.g. centerpieces, decorations, etc.)
_____ We would like The Emanuel to use and/or donate any leftovers.

***Bimah* arrangements**

- _____ \$175 Please order two *bimah* floral arrangements for us
colors _____
_____ \$175 We would like food baskets on the *bimah*.
Money to go to _____ Foodshare _____ JFS Kosher Food Pantry _____ MAZON
_____ Our florist will provide the *bimah* arrangements
Name of florist _____
(*lilies and flowers in the lily family are not permitted due to allergies*)

Room Rental Information

- _____ We would like to arrange a rental for a
_____ Shabbat Family Dinner
_____ Luncheon
_____ Evening affair
Our celebration will begin at approximately _____
Our celebration will end at approximately _____
(*Please check with us about the time for an evening celebration. It will be affected by the
time of sundown on Shabbat. Prior events may affect room availability*)
_____ We will use chairs provided by the synagogue at no additional cost.
_____ We are renting chairs from an outside concern.
_____ We will not use the synagogue facility after the *Kiddush*.

Caterer: Our caterer will be _____ (a list of approved caterers is
included)

Security Fee: \$75.00 for each use. We will need a security guard for the following:
_____ services/*Kiddush* _____ luncheon celebration _____ evening celebration



**The Emanuel Synagogue
Minyonaires**

A.S.B.C. Breakfast Club

For information and help with
planning, contact Gladys Mondshein at
232-9114 or The Synagogue Office at
236-1275

Return to Emanuel with
payment

2 months (___/___)
before Bar/Bat Mitzvah

ALL PRICES QUOTED ARE AS OF OCTOBER 2009. THEY ARE SUBJECT TO CHANGE

All sponsored breakfasts include regular *minyan* attendees and all guests.

The minimum sponsored breakfast is \$40.00. To keep our billing costs down, please submit your payment at the time you turn in this form. Please make check payable to: Emanuel A.S.B.C.

Please choose from one of the following options:

1. \$40.00

Orange juice
Cold cereal
Herring
Hard boiled eggs
Cream cheese
Rolls
Bagels
Coffee
Pastry

2. \$50.00

Orange juice
Cold cereal
Herring
Egg salad
Hard boiled eggs
Cream cheese
Rolls
Bagels
Coffee
Pastry

3. \$65.00

Orange juice
Cold cereal
Herring
Lox
Hard boiled eggs
Cream cheese
Rolls
Bagels
Coffee
Pastry

4. \$85.00

Orange Juice
Cold Cereal
Herring
Lox
Hard boiled eggs
Egg salad
Cream cheese
Rolls
Bagels
Coffee or tea
Pastry

Whitefish salad can be added for an additional \$10.00.

Please fill in the form below.

Date of Breakfast to be sponsored _____ Breakfast option number _____

Number of your guests _____ (Maximum 10 Guests)

Reason for sponsoring breakfast _____

Sponsor's name _____ Sponsor's telephone number _____

Minyonaires Breakfast Form



The Emanuel Synagogue

Name Information to Prepare *Bar/Bat Mitzvah* Certificate

Student's full name

In English: _____

In Hebrew _____ *ben/bat* _____ v'

Child's name(s) father's name(s) mother's name(s)

(Transliterations in English are okay)

Family member names in English

Parents

Siblings

Grandparents

Name Form

Return to Emanuel

2 months (___ / ___)
before Bar/Bat Mitzvah

Tikkun Olam Information for Emanuel Website

(Please return this information by email to franiwg@comcast.net two months before the *simcha* date.
You may also submit a digital photo of some part of the project.)

Child's Name:

Names of Parents:

Date of *Bar/Bat Mitzvah*:

Description of *Tikkun Olam* Project. Include how others can contribute or help you reach your project goal.

Complete this form and send it to franiwg@comcast.net. The information about your project will appear in the eblast and on the website.



The Emanuel Synagogue Tikkun Olam Project Report Form

Student Name

Project Name

A brief description of the project:

How will this project be executed?

When will this project be executed?

Why did you choose this project?

How does your project help repair the world?

What is the Hebrew term for this type of project? (example: *gimilut hasadim* acts of loving kindness) If you are unsure of the Hebrew terms, please call the school office – we'll be happy to help.

Parent: I/we have reviewed this project plan with my/our child and give him/her permission to carry it out.

Please return to the religious school office three months before your child's *Bar/Bat Mitzvah*.



Return to Emanuel

2 months (/)
before Bar/Bat Mitzvah

PHOTO and INFORMATION for the EMANUEL NEWSLETTER

We publish photos of upcoming B'nai Mitzvah in the Newsletter along with their names, the names of the parents and the names of any grandparents who are members of The Emanuel.

PHOTO: Please use the best quality digital camera available to you for best print quality. Your child's photo should ideally be a headshot (shoulders up). Please send your photo as an attachment; please do not embed the photo in the body of the e-mail.

INFORMATION: Along with your photo, please e-mail the following information **as you wish it to be published** in the Newsletter:

- Name of the Bar/Bat Mitzvah
- Name(s) of the parent(s)
- Name of any grandparents who are members of The Emanuel

SUBMISSION DEADLINES:

For a January or February Bar/Bat Mitzvah	Deadline is December 1
For a March or April Bar/Bat Mitzvah	Deadline is February 1
For a May or June Bar/Bat Mitzvah	Deadline is April 1
For a July or August Bar/Bat Mitzvah	Deadline is June 1
For a September or October Bar/Bat Mitzvah	Deadline is August 1
For a November or December Bar/Bat Mitzvah	Deadline is October 1

Please contact Executive Director Stuart Levy at 860-236-1275 ext. 112 or stuart@emanuelsynagogue.org with any questions.