

## 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

**8:30 AM** – B'nai Mitzvah Coordinator and lead custodian arrive

**8:45 AM** – Other custodial staff arrive

**9:00 AM**

- **Morning Parent Volunteers arrive.** Check in with B'nai Mitzvah Coordinator.
- B'nai Mitzvah Coordinator and Parent Volunteers to set up tables for meals and extra chairs upstairs for service
- Breakfast delivered by *La Bagel Delight*. B'nai Mitzvah Coordinator and Parent Volunteers to set up Breakfast

**10:00 AM**

- Breakfast served
  - # of guests expected (including ~ 15-20 Kolotniks)

**10:30 AM** – Service starts

**12:00 PM** –

- **Afternoon Parent Volunteers arrive.** Meet B'nai Mitzvah Coordinator in the social hall.
- Lunch delivered from *Lunch Vendor*. B'nai Mitzvah Coordinator and all Parent Volunteers to help set up.

**12:15 PM** –

- Morning Parent Volunteers dismissed.
- Afternoon Parent Volunteers assist B'nai Mitzvah Coordinator with pouring grape juice for Kiddush and set up challah.

**12:45-1:00 PM** – Service ends.

**12:45-1:00 PM** – Kiddush/lunch.

- Approximate number of guests expected (Including ~20 Kolotniks).

**2:00-2:30 PM** – Kiddush lunch winding down.

**2:30-3:30 PM** – B'nai Mitzvah Coordinator, Parent Volunteers, Custodians clean up and go home

### Room Setup

**Breakfast/Lunch Set-up:**

- 6 FLOOR LAMPS placed along the walls.
- 2 LARGE TABLES (8 ft. X 2.5 ft) for buffet running along center of the room.
- 6 LARGE TABLES (8ft. X 2.5 ft) set at an angle along the sides of the room – chairs placed around them.
- 2 MEDIUM TABLES (6 ft. X 2.5 ft)
- EXTRA CHAIRS placed along the sides of the room for extra seating.

**Notes**

- Extra food will be packed up for family to take to CHIPS after the event.

**Important Phone Numbers:**

B'nai Mitzvah Coordinator -  
Parent(s) Phone –

**Example Supplies needed**

- napkins
- forks
- plates.
- cold cups
- small kiddush cups (1 oz.)

**Foodstuffs needed**

For gluten free attendees:

- 1 sleeve of gluten-free rice cakes

**Kiddush**

- Parent(s) to bring small kiddush cups, grape juice, challah