**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**

3:00 PM – B’nai Mitzvah Coordinator and custodians arrive.

3:30 PM
  – **Parent Volunteers arrive.** Check in with B’nai Mitzvah Coordinator
  – **Parent Volunteers to shamas (greet guests and hand out siddurim):**
    o Set out sign in sheet for Students.
    o Greet visitors as they enter and hand them a prayerbook with parsha

4:00 PM – Service starts.

5:15 PM – B’nai Mitzvah Coordinator sets up challah and kiddush.

5:30 PM – Service ends.

5:30-6:00 PM – Kiddush and motzi downstairs

**Room Setup**

Kiddush Set-up:
Set out one small table to place challah on. Put tablecloth out.

**NOTES**

**Important Phone Numbers:**
B’nai Mitzvah Coordinator –
Parent(s) -

**B’nai Mitzvah Inventory**

**Kiddush**
  - Parent(s) to bring challah and grape juice and cups for Kiddush.