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