



# B'nei Mitzvah Checklist

*Check items off as you go!*

**To Do:**

- Open Your Letter!
- Request dates for the ceremony.
- Establish your date!
- Send back your signed contracts.
- Participate in the B'nei Mitzvah Cohort.
- Use Family Learning Texts to do home study.
- Meet with Rabbi Bolton as a family.
  - Determine what needs to be learned
  - Discuss what experiences are on the horizon.
- Select and hire an approved tutor.
- Begin tutoring sessions.
- Prepare a guest list (maximum 100 guests can be invited to Or Zarua).
- Order invitations or set up e-vites.
- Send out invitations.
- Book a photographer (*OZ does not allow photography in the building on Shabbat*).
- Coordinate a date for photos with Deborah (*to take photos on a weekday prior to the ceremony during OZ office hours*).
- Speak to Helene about building rental, catering and kiddush sponsorship.
- Order food from one of our approved kosher caterers if you're hosting a private event AND/OR coordinate kiddush food with Helene if you're sponsoring kiddush.
- Order special kippot.
- Make sure your OZ account is paid in full.
- Learn your Torah Reading!
- Learn your Haftarah Reading!
- Attend services at Or Zarua.
- Assign honors to family and friends.
- Send Hebrew names of those receiving honors to Rabbi Bolton and Jay Palmer.

**Notes:**

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