

## CHECKLIST FOR BAR/BAT MITZVAH AT CONGREGATION GATES OF HEAVEN

*Today (should be done in 5<sup>th</sup> grade)*

\_\_\_ I submitted the *Bar/Bat Mitzvah and Confirmation Covenant*

### **12 MONTHS PRIOR**

\_\_\_ I submitted the *Rental/Non-Rental Form* (included-page 11) at least 12 months in advance to notify the temple whether or not I would be holding any dinners, lunches, or parties at the temple. Upon receipt of this form we will send you a rental package.

### **6 MONTHS PRIOR**

\_\_\_ **All Financial Obligations - Dues, Capital Maintenance Fee, Religious/Hebrew School Fees, \$750 Bar/Bat Mitzvah Tutorial Fee and any other financial obligations** must be paid in full at least 6 months prior to the date of the Bar/Bat Mitzvah. Speak to the bookkeeper if you want to set up a payment plan.

\_\_\_ I signed a rental agreement and paid a 25% deposit 6 months in advance

### **2 MONTHS PRIOR**

\_\_\_ I paid the 75% balance of rental fees due 6 weeks in advance

\_\_\_ I notified the temple of the name of the caterer (if applicable)

\_\_\_ I provided Certificates of insurance for my caterer and other service providers 4 weeks in advance

\_\_\_ I want videotaping for Friday Night and/or Saturday morning and requested it at least 2 months in advance (see page 4)

\_\_\_ I want a leaf on the Tree of Life and I provided the text in writing and paid for the leaf at least 2 months in advance. \$250 fee (see page 4)

\_\_\_ I returned the Publicity Form to temple office by date requested in letter sent to you

\_\_\_ I notified the temple office of my plans for Oneg Shabbat and Simple Kiddush at least one month in advance and made the appropriate payment. **Please see details on page 6 & 7**

\_\_\_ I notified the temple office if I am having a bus pick up my guests at the temple after the Saturday Morning Service.

### **1 MONTH PRIOR**

\_\_\_ I notified the temple about whether or not I am providing flowers for the bimah and a centerpiece for the Oneg Shabbat table. (see page 4)

\_\_\_ **I notified the office and brought in a copy for Rabbi's approval, letting them know that I will be pre-paring and printing my own Bar/Bat Mitzvah program booklet for the Saturday morning service.**

\_\_\_ I sent the ushering instructions to my ushers.(attached-page 12)

\_\_\_ I submitted a floor plan of table and chair arrangements at least 2 weeks in advance.