



November, 2017

Mazel tov on your child's upcoming Bar/t Mitzvah. I look forward to assisting you in whatever way I can. I encourage you to set up an appointment and meet with me personally. This helps insure that "we are all on the same page" and there are no surprises or disappointments as the day approaches. I am available by telephone at 315-445-0002, ext 125 or by email at barbara@adath.org.

The day of your child's Bar/t Mitzvah, a member of the Board of Directors or I stand in the doorway of the sanctuary greeting your guests and giving out the Bibles (Humashim) which are used for the Torah service. Andrea Knoller or another honors coordinator helps with aliyot that morning. There is a talit rack outside the sanctuary doors. All men having an aliyah are required to wear a talit. We encourage women to do the same.

1. It has been a long standing Temple policy that accounts (dues, tuition, pledges) are paid in full three weeks prior to your child's Bar/t Mitzvah. If you need to make special arrangements, please meet with me. Fees for the use of the ballroom and the organist must be paid a week prior to your child's Bar/t Mitzvah. (Please see schedule included). These fees have not changed since 2002. There is a separate fee that we charge the caterer for the use of the kitchen.

2. The **Logistics Form** should be returned to me as soon as you have made arrangements with the caterer, florist, and photographer or **no later than three weeks prior**. Please make sure you include the phone numbers and email addresses of your vendors. This form can be found on our website www.adath.org on the B'nai Mitzvah page. Rooms for evening celebrations must be reserved 6 months in advance.

3. In scheduling photographs, some families choose to have pictures taken on Thursday morning, after morning services; while others schedule them for Thursday or Friday afternoon. Remember, photos must be completed prior to the start of Shabbat. Let me know at least two weeks prior so we can have the sanctuary unlocked and the ark disarmed.

4. **Temple Adath Yeshurun requires that you provide:**

One basket of **flowers** for the bimah, which remains at Temple. It's placed in front of the center podium and should not exceed the height of the podium which is 42 inches. You are welcome to get an arrangement for the chapel for Friday evening, but it is not required.

Basic Kiddush for the congregation – your guests plus 40 congregants. There are three approved caterers: The Baker Girl Dessert Co. (Rosanne David @ 315-415-6328), The Oaks (Megan @ 315-446-9111 xt 255), and Yankel Catering (Traditions 315-656-5298).

Please contact the office regarding the wording for the TAY and You for kiddush and flower sponsorship.

5. We are happy to supply black kipot. You are welcome to order your own. If you do so, please drop them off any day before the Bar/Bat Mitzvah, but no later than Thursday morning. If ordering kipot, please remember bobby pins or clips.
6. We ask that your child submit a short bio and photo which we include in the quarterly bulletin.
7. You may bring in a 3 gig flash drive prior to the Bar/t Mitzvah and we will provide an audio tape of the service.
8. If you are using food for centerpieces or to decorate tables, it must be kosher. Many families choose to make their own centerpieces and then donate them to a food bank, shelter, etc. I am more than happy to work with you to insure that the items are kosher.
9. If you are having an extended kiddush or luncheon, the food left over is yours. Please wait until after Shabbat to take it home.
10. A program is optional. We provide a weekly TAY and You. In the pews your guests will find copies of *Temple Adath Yeshurun: Our Story*. It gives an explanation of the service and provides a brief history of TAY.
11. We provide babysitting from 9:00 am until the end of services.
12. We require security for evening parties, for which there is an additional charge.
13. If you are planning a Saturday evening party, please discuss with me the time the DJ may set up equipment. The party must begin after Shabbat has ended.

Barbara S. Simon
Executive Director