



Manetto Hill

JEWISH CENTER

RABBI NEIL SCHUMAN
Spiritual Leader

RUTH KRAVIT MSDE
Education Director

Bar/Bat Mitzvah Information Sheet

(internal document)

Child's Name: _____

Assigned Bar/Bat Mitzvah Date: _____

Bar/Bat Mitzvah Lessons Start Date: _____

Bar/Bat Mitzvah Project: _____

Bar/Bat Mitzvah Internal Checklist

Kiddush Order Form Received: _____

Bima Flowers Ordered: _____ Bakery Order Submitted: _____

Book of Life Order Form Received: _____ Displayed: _____

Kippot/Head Covering Basket Delivered: _____

Candy Basket Supplied: _____ Candy Distributed by: _____

Honors/Aliyot Worksheet Completed: _____

Notification for Shofar & E-Blast Announcement submitted: _____

Outside "Mazel Tov" Sign(s): Parental Approval _____ Completed: _____
(Parents Please Initial)

Ushers Assigned to Bar/Bat Mitzvah: _____

Billing/Financial Obligation Met: _____
(As per Financial Secretary)

Work Order Submitted: _____

NON-SHABBAT MORNING BAR/BAT MITZVAHS WILL INCUR AN
ADDITIONAL CUSTODIAL FEE OF \$180
(PAYABLE TO MHJC SYNAGOGUE)

IN ADDITION, USHERS AND/OR AN EXECUTIVE BOARD MEMBER
CANNOT BE GUARANTEED TO BE PRESENT AT YOUR CHILD'S
BAR/BAT MITZVAH

ACKNOWLEDGED BY _____ DATE _____
SIGNATURE OF BAR/BAT MITZVAH CHILD'S PARENT

(SYNAGOGUE OFFICE COPY)

(PARENT'S COPY)

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