
YOUR PLANNING CALENDAR

The following outline is presented as an overview to assist you with your bar/bat mitzvah preparations.

DURING THE FIRST THROUGH SIXTH GRADE YEARS:

- Attend HEA Religious School or DJDS, DAT, or Hillel Academy.
- During the fourth or fifth grade year (depending upon the year of child's birth):
- Decide on the type of service (morning or afternoon) you'd like for your bar/bat mitzvah Receive your bar/bat mitzvah date
- Attend 10 worship services at HEA

DURING THE SIXTH GRADE YEAR:

- Parents and student participate in HEA B'nai Mitzvah Program & informational meetings and classes
- Attend 10 HEA worship services
- Contact your choice of a private tutor a minimum of 15 months prior to your child's date

TWELVE MONTHS PRIOR TO THE BAR/BAT MITZVAH DATE:

- Decide on the type of celebration/party/event that you would like to have
- Make an appointment to speak to Neal Price regarding kiddush arrangements and use of the HEA social hall
- As necessary, contact a caterer, music provider, photographer Begin tutoring as determined by your child's private tutor

TEN MONTHS PRIOR TO THE BAR/BAT MITZVAH DATE:

- Help your child choose and make plans for the "mitzvah" chesed project

SIX MONTHS PRIOR TO THE BAR/BAT MITZVAH DATE:

- Continue to consult and evaluate progress with the tutor Look at invitations
- Send save the date letters to out-of-town guests

FIVE MONTHS PRIOR TO THE BAR/BAT MITZVAH DATE:

- Set up first meeting with lead rabbi. Contact Joyce Perlmutter assistant to the rabbis to schedule meetings
- Have child begin work on speech

FOUR MONTHS PRIOR TO THE BAR/BAT MITZVAH DATE:

- Order invitations and any other special items desired (Kippot may be ordered through the synagogue office.) Choose a tallit for the bar/bat mitzvah
- Continue to consult and evaluate progress with the tutor to decide on exactly which portions of the service the student will lead
- Make plans for Friday night Shabbat dinner and other weekend activities as needed Three months prior to the bar/bat mitzvah date:
- Confirm all plans and arrangements with Neal Price Finalize your menu with the caterer
- Attend meeting with non-lead rabbi

TWO MONTHS PRIOR TO THE BAR/BAT MITZVAH DATE:

- Send in your information and child's picture to James McKeon in the synagogue office for the Highlights announcement
- Send invitations to out-of-town guests Order flowers
- Six weeks prior to the bar/bat mitzvah date: Send invitations to in-town guests

ONE MONTH PRIOR TO THE BAR/BAT MITZVAH DATE:

- Have final meeting with lead rabbi

THREE WEEKS PRIOR TO THE BAR/BAT MITZVAH

- Contact Cantor Goldstein to confirm your dress rehearsal date and time Decide which of your guests will have special honors during the service
- Send copies of the Torah blessings and honoree information to your honorees Send in your information and photo to the Intermountain Jewish News
- Have rehearsals on the bimah with your tutor

TWO WEEKS PRIOR TO THE BAR/BAT MITZVAH:

- Finalize the number of guests with the HEA and the caterer Complete the honors form and return it to the rabbis' assistant **During the week prior to the bar/bat mitzvah:**
- Attend the Thursday morning minyan service for the first aliyah
- (Many families provide a light breakfast for the minyan. Talk with Neal to learn more details about this.)
- Bring all special items to the synagogue before noon on Friday Meet with Cantor Goldstein for a dress rehearsal
- Take photographs and video, if desired, at the dress rehearsal

AFTER THE BAR/BAT MITZVAH:

- Bring left-over food to a shelter, extra flowers to a nursing home or hospital Write thank you notes
- Many families choose to express their gratitude by sending honoraria to the rabbi, cantor, and executive director

HEA CONTACT LIST

Hebrew Educational Alliance 303-758-9400 3600 South Ivanhoe Street, Denver 80237 www.HEAdenver.org

Joyce Perlmutter ext. 202 iperlmutter@HEAdenver.org

Rabbis' assistant, contact for appointments with rabbis, kippot orders, questions about service honors, and questions about tallit and tefillin orders.

Neal Price ext. 204 nprice@HEAdenver.org

Executive Director, contact for information about building use, Shabbat start and end times, financial information, membership information.

James McKeon ext 214 jmckeon@HEAdenver.org

Director of Communications, contact for information about HEA Highlights.

Gail Kessel ext. 201 gkessel@HEAdenver.org

Administrative Assistant, contact for information regarding resources, office and building hours, deliveries.

Rabbi Amanda Schwartz ext. 211 aschwartz@HEAdenver.org

Education Director, contact with questions about Religious School, B'nai Mitzvah Programming, Mitzvah/ChesedProject.

Anna Szentivanyi ext. 210 anna@HEAdenver.org

Assistant Director of Education, contact for information regarding Junior Congregation; acts as HEA bnai mitzvah 'concierge', contact for information regarding resources, tutors, mitzvah projects, etc.

Rabbi Bruce Dollin ext. 202 rabbi@HEAdenver.org

Contact with questions about/assistance with d'var Torah, general questions.

Rabbi Salomon Gruenwald ext. 219 sgruenwald@HEAdenver.org

Contact with questions about/ assistance with d'var Torah, general questions.

Cantor Martin Goldstein ext. 212 mgoldstein@headenver.org

Contact for liturgy related questions, information regarding rehearsals.

Albert Cohen ext. 209 cohenscuisine@hotmail.com

HEA Mashgiach. Contact with questions about kitchen use, HEA kashrut policy, and Thursday morning minyan meal.

Dani Tavbin 303-810-5467 dtavbin@HEAdenver.org

Youth Director, contact to find out how your child can get involved in youth activities.