



עץ חיים

Etz Hayim

Congregation

**Bar / Bat
Mitzvah
Handbook**

TABLE OF CONTENTS

	Page
WHAT IS A BAR OR BAT MITZVAH?	1
EDUCATION REQUIREMENTS FOR A BAR/BAT MITZVAH AT CONGREGATION ETZ HAYIM	2
MITZVOT	3
RELIGIOUS PRACTICES AND PROHIBITIONS	4
HONORS	6
BAR AND BAT MITZVAH STANDARDS	8
FINANCIAL MATTERS	9
CANDY	9
HOW DO I GET HELP	10
MISCELLANEOUS	10
KIDDUSH LUNCHEON	11
BAR OR BAT MITZVAH INFORMATION FORM	13
LET US FEATURE YOUR BAR/BAT MITZVAH IN THE CHRONICLE	14
BAR/BAT MITZVAH TIMELINE	15
CHAIRS, TABLES & LINENS	17
B'NAI MITZVAH DECORATIONS LIBRARY	17
DAIRY KIDDUSH FORM	18
MEAT KIDDUSH FORM	20

WHAT IS A BAR OR BAT MITZVAH?

The term bar or bat mitzvah literally means "of the age of the commandments." This alludes to two things:

- A bar mitzvah boy or bat mitzvah girl strives to come closer to God -- like a son and daughter to his or her parent(s).
- The chief way of doing so is by keeping the mitzvot (commandments). Indeed, perhaps the most significant occurrence on this day is that the young person, as of that day, becomes fully responsible for keeping the commandments outlined in the Torah and interpreted by our rabbis.

According to Jewish law, a child is deemed a Bar/Bat Mitzvah when he or she turns 13. At this auspicious time, they become full-fledged Jewish adults and are presented with both the opportunity to grow spiritually and the responsibility to become a better person.

The Rabbi will meet with the bar or bat mitzvah and the family in regularly scheduled meetings during the six months before the Bar or Bat Mitzvah, to write the D'var Torah and rehearse at least once on the Bimah. A date for the Bar or Bat Mitzvah should be requested from the Rabbi and Director of Education at least one year to 18 months in advance. (Please use enclosed request form).

Preparation to become a bar or bat mitzvah requires a substantial amount of time and effort, especially for the student, but also by the parents. We do not permit an interruption of the regular religious school program in order to accommodate training. Lessons must take place outside of classroom hours. Tutoring will begin up to a year in advance of the assigned date. Students will receive a minimum of 20 hours of private lessons.

This year of preparation for the simcha is an excellent opportunity to reinforce your family's traditions, customs and values which your child will acknowledge as a bar or bat mitzvah. This may include the observance of kashrut, Shabbat and holidays, a Jewish bookshelf in your home library, mezzuzot on doorposts, and the possession and use of Jewish ritual items.



© Can Stock Photo

EDUCATION REQUIREMENTS FOR A BAR/BAT MITZVAH AT CONGREGATION ETZ HAYIM

1. Students must be enrolled in religious school from grades 3-7 or have attended Jewish Day School.

If a student has not met this requirement, the Rabbi and the Education Director will consider each situation individually. The Congregation will not refuse a child and his or her family the honor of a Bar or Bat Mitzvah at the time of the child's Bar or Bat Mitzvah year. However, if the academic prerequisite is not satisfied, the child's participation in the service may be modified according to the needs of the particular situation. At a minimum, a child will be given an Aliyah and possibly a prayer reading during an appropriate service.

2. We are a congregation of life-long learners. As such, the celebration of a Bar or Bat Mitzvah is not the end of your child's formal religious education, but is a milestone to be celebrated. We encourage our B'nai mitzvah students to continue their education throughout their lives, either formally through the 8th & 9th Grade Hebrew School class, 10th grade/Madrichim program, or less formally by participating in congregation life.
3. A child whose Bar or Bat Mitzvah falls from September to May of grade 7 is obligated to finish the school year.
4. At the onset of training, student should obtain:
 - Tallit and Tallit Bag
 - Tefillin and Tefillin Bag



MITZVOT

Many families make a donation to Congregation Etz Hayim in honor of their child reaching his or her religious maturity, and on behalf of their guests who will receive honors. We expect that you will decide together as a family how to allocate tzedakah in honor of this occasion. Suggestions for appropriate mitzvot include:

- A donation to one of the Congregation Special Funds:
 - Rabbi's Discretionary Fund
 - Annual (Operating) Fund
 - Congregation Etz Hayim Endowment Fund
 - Library Fund
 - Molly Sandler Children's Book Fund
 - Music Fund
 - Prayer book and Chumash Fund
 - Religious School Fund
 - Scholarship and Awards Fund
 - Social Action Fund

There is a Community Service or Mitzvah Project requirement for a minimum of 15 hours. Suggestions for these projects can be found in the books Mitzvah Magic by Danny Siegel and Putting God on the Guest List by Rabbi Jeffrey Salkin, or by speaking with the Rabbi or Education Director. We encourage the projects to be not solely fundraisers but also to involve some hands-on work by your child. Examples of past projects include: volunteering in the Aspergers program at HB Woodlawn, bake sales to raise funds for Operation Smile, and a drive to collect used sports equipment for Leveling the Playing Field. **If you are collecting goods please coordinate with the office staff, as donation bins are available in the vestibule. (Bins in the lobby are no longer permitted.)

In addition, we are all concerned with the unfortunate circumstance of hunger and homelessness. We can share our joy of a simcha with those less fortunate by making a contribution to MAZON. MAZON funds specific projects including the delivery of meals to the homebound, providing food for kosher kitchens, implementing nutritional counseling for low-income women with young children and advocating for long-term solutions to hunger. To honor your son or daughter, MAZON suggests a contribution of 3% of food expenses. You can learn more about MAZON on their website, www.mazon.org.

RELIGIOUS PRACTICES AND PROHIBITIONS

CELEBRATIONS

We strongly encourage hosting the celebration party after the simcha in a kosher facility. Furthermore, the Rabbi and Director of Education will not attend an evening party that has started before Shabbat has ended.

DELIVERIES

All deliveries must be made by 3:00 PM on Friday afternoon for Shabbat or by 3:00 PM on the day before a Yom Tov. A designated person will be available to check the Kashrut of all items delivered to the kitchen. **Nothing is allowed into the kitchen without supervision.** Items that the hosts choose to take home (or donate to a shelter) from services and/or the Kiddush may only be taken home after Shabbat has concluded.

FOOD AND LIQUOR

Food brought into Congregation Etz Hayim must be kosher. Our current policy, according to the Conservative Movement, is that all cheese and wine are considered kosher. As a courtesy, we ask that if you are providing wine that is not *hekshered* (does not have a Kosher symbol), please provide a kosher wine option for people who would prefer it. If your *simchah* is during Passover, everything must be marked Kosher for Passover.

INVITATIONS

Families are required to personally invite all the students in their child's B'nai Mitzvah class, for all the festivities. It is expected that you will send a written invitation to the Board of the congregation. Contact the office for a list.

It is appropriate to send an invitation to the congregation's Rabbis, your child's teacher and Bar/Bat Mitzvah tutor, as well as to any person who assists with any aspect of leading the service on the day of the Bar/Bat Mitzvah. This invitation should be for the service and related Kiddush. Invitations to other celebratory events are at the discretion of the family. Many people choose to extend the invitation to the Kiddush luncheon to the entire congregation via e-mail, but this is not required. The Bar/Bat Mitzvah ceremony will be announced on "This Week at Etz Hayim."

MUSIC

The playing of musical instruments is prohibited on Shabbat and Yom Tov morning and during private functions that happen during Shabbat. Musical instruments are allowed during Friday Night Services.

PHOTOGRAPHS

Photographs and Tape Recording are prohibited on Shabbat and Yom Tov. Arrangements for photographs in the Sanctuary should be made for the week immediately preceding or after the Bar or Bat Mitzvah.

RELIGIOUS ARTICLES

All males attending services must wear a kippah. We encourage women to do the same. Kippot inscribed with your child's name and date of simcha may be ordered 3 months in advance of the simcha. Every Jewish person who has become a Bar or Bat Mitzvah must wear a tallit during morning services.

SHARING THE SIMCHA

As a Bar or Bat Mitzvah, your child participates for the first time as a Jewish adult in an established, traditional service, which may be on Shabbat morning. If this is the case, other s'machot – happy occasion (i.e. baby naming, aufruf, etc.) may also take place. Rather than detracting from your child's Bar or Bat Mitzvah, these s'machot enhance the service and give the opportunity for members and friends to share in joyous occasions as a community.

SMOKING

Congregation Etz Hayim is a smoke-free facility.

MOBILE PHONES AND ELECTRONIC DEVICES

In accordance with tradition, the use of mobile phones and other electronic devices is prohibited in the synagogue on Shabbat and Yom Tov.

PROGRAMS

Many families choose to make programs to explain the services and list the honors on the day of the Simchah. There is an example of a family program on the Bar/Bat Mitzvah Planning page of our website. For your information, the Hagbah is not an honor available to families to assign. All programs must be proofread and approved by Rabbi Bass.



HONORS

There are a number of honors available for family members or friends during the service. Please complete the form on the following page and return it to the Rabbi no later than one month prior to the bar/bat mitzvah date. Please inform all family members and friends of the honors assigned to them and inform your honorees that they should be at the service at 10:00 AM.

Jewish law allows only one honor per person. These are the honors you may assign:

- Opening and closing of the Ark at the beginning of the Torah Service
- Carrying the Torah
- Four aliyot laTorah (reciting Torah blessings)
- Binding of the Torah (G'leelah)
- Holding of the Torah during the chanting of the Haftorah (seated)
- Opening and closing of the Ark when the Torah is returned
- English readings

Since your child is becoming part of the Etz Hayim community, we reserve three aliyot for the congregation. You can assign the remaining four aliyot. Please give Torah Blessings to those who are able to recite them fluently in Hebrew. Grandparents, aunts and uncles may have joint aliyot. Please ensure that everyone honored with an aliyah knows their Hebrew name and their parent's Hebrew/Yiddish names. Usually the bar/bat mitzvah child's parent(s) receive the seventh aliyah. The maftir aliyah belongs to the bar/bat mitzvah and is in addition to the four already assigned. This one does not need to be written on this form.

All honors other than English readings can only be assigned to persons of Jewish faith. Most English readings can be assigned to persons of any faith. Please discuss which reading(s) would be appropriate with the Rabbi.

If you give someone the honor of carrying the Torah, make sure that s/he has done this previously. Each Torah weighs about 35 pounds so we want to make sure the person is capable of carrying that much weight while walking.

Torah reading: Family members are welcome to read Torah as a part of the celebration, following these guidelines: Readings must be prepared two weeks prior to the celebration; the family must schedule time with the rabbi or member of the Religious Affairs Committee (in person or Skype) to read from the Torah and show proficiency. Readers must be able to read directly from the Torah scroll. It is not permissible to read from a book placed beside the Torah; bringing a piece of paper and placing it over the Torah is also prohibited.

Younger sibling(s) can lead a prayer such as Aleinu. Younger cousins/children not able to lead a prayer often hand out candy for the throwing of sweets after the closing haftorah blessing. The 7th grade religious school class often leads Ashrei. These are typical customs at our synagogue, but are not required. These would all be listed in the bar/bat mitzvah program but do not have to be put on this form.

HONORS FORM (Only one honor per person)

Child's Name and date of bar/bat mitzvah:

Opening and closing Ark before Torah service:

Carrying the Torah:

4th Aliyah:

5th Aliyah:

6th Aliyah:

7th Aliyah (*Usually reserved for Parent(s) of Bar/Bat Mitzvah*):

Maftir Aliyah (*Reserved for Bar/Bat Mitzvah child*):

Binding of the Torah (G'leelah):

Holding of the Torah during the chanting of the Haftorah:

Opening and Closing Ark after Torah service:

English Reading (and what they will read):

BAR AND BAT MITZVAH STANDARDS

In order to enhance the knowledge of our children and to provide them a realistic incentive and goal, a set of definitive standards for a Bar or Bat Mitzvah has been established.

The minimum standards for a Bar or Bat Mitzvah are:

1. Demonstrate acceptable Hebrew reading ability (as determined by the Rabbi and the Director of Education)
2. Be familiar with the entire Shabbat service
3. Able to chant the Torah and Haftarah Blessings
4. Know the Haftarah trope and chant the Haftarah portion from the Nevyim (Books of the Prophets).
5. Able to put on Tallit
6. Write a Bar or Bat Mitzvah speech, with advisement from the Rabbi, based on either the appropriate Torah portion, the Haftarah, or another subject appropriate to the occasion.

In addition to these aforementioned standards, the Bar or Bat Mitzvah and his or her parents are expected to attend 50% of the Shabbat morning services during the six months preceding the Bar or Bat Mitzvah year. If a student wishes to lead the Kabbalat Shabbat service, the same standard applies for Friday night. We will not allow a student who has not attended regular Shabbat services to lead the services.

The standards are realistic, attainable and not in excess of what should be expected of a child reared in a Conservative Jewish environment. Positive parental support is necessary to complement the Religious School's task. Allowances will be made for students with alternative learning styles or other special circumstances.

If a student wishes and is capable of leading more of the service, we encourage him or her to do so. The levels of participation are:

- Level I: Torah Blessings, Haftarah and Blessings,
- Level II: Add Aliyot Readings
- Level III: Add Musaf Service Torah Service
- Level IV: Add Friday Night – Kabbalat Shabbat service
- Level V: Add Saturday Morning Shacharit service

Siblings of the Bar or Bat Mitzvah are encouraged to have a part in the service. That part will be determined based on their knowledge, age and ability.

FINANCIAL MATTERS

GENERAL

- The Bar or Bat Mitzvah family must be a member of Congregation Etz Hayim. All synagogue obligations (dues, tuition, Building Fund Assessment, etc) must be current. A member who is not in good standing (more than sixty days in arrears) will be contacted at six months and again at three months, if necessary, prior to the simcha to allow for the member to attain good standing or to make special arrangements. If special arrangements are requested, they must be implemented at least four months before the simcha date. If, six weeks prior to the simcha a member is not in good standing, only the Halachic minimum (an aliyah) will be allowed at the Bar or Bat Mitzvah.
- All simcha fees must be paid in full no later than the week before the Bar or Bat Mitzvah.
- The host family is responsible for any damages to the synagogue or its facilities by any of their guests or agents.

BAR OR BAT MITZVAH FEES

- The Bar or Bat Mitzvah fee of \$900 is billed to members at the end of the school year previous to the student's simcha.
- It includes books and materials, tutoring and the simcha candy.
- For flower arrangements, please coordinate by emailing both Jane Baldinger and the office: britcoon@netzero.net; office@etzhayim.net. Payment for floral arrangements should be made out to "CEH Sisterhood," and will be included on the catering bill for those using Sisterhood as their caterer. You can specify color preferences, but that will sometimes result in an extra charge.
- Benefactors will also be charged these aforementioned fees.

CANDY

The candy provided by CEH are Sunkist gems:



You may choose to provide an alternative at your own expense, but it must be approved by the Rabbi. Remember that they must be kosher, soft (because they will be thrown at your child) and not chocolate (because it can melt and make a mess!). If you choose to buy unwrapped candy, you MUST purchase individual small bags. Many families have purchased bags at nilecorp.com. **Please be sure candy bags are tied tightly.**

HOW DO I GET HELP?

CEH has a Mitzvah Committee designed to help you with any questions you may have. The committee consists of Rabbi Bass, Laura Naide, Laura Jacobs, Marcy Burka, Marni Corsaro, Deb Cohen, Elisa Rosman, and Jill Shenk. Feel free to contact them with any questions as they arise at this email address: mitzvah@etzhayim.net.

MISCELLANEOUS

SHEHECHEYANU PRAYER

The family of the Bar or Bat Mitzvah is asked to recite the Shehecheyanu blessing. This blessing thanks God for having been able to reach this wonderful occasion.

SHOMER SHABBAT GUESTS

For guests who are Shomer Shabbat (those who observe the tenets of Shabbat strictly, which includes not riding in vehicles), the following hotels are the closest to the synagogue. Families may also consider using Airbnb to find lodging in private homes (www.airbnb.com).

Local hotels:

Days Inn Arlington/DC (2201 Arlington Blvd, Arlington, VA 22201)

Note: this is literally the closest hotel, but is low quality.

Days Inn Arlington/Pentagon (3030 Columbia Pike, Arlington, VA 22204)

Note: this is the second closest hotel, but is low quality.

Residence Inn Arlington Ballston (650 N. Quincy Street, Arlington, VA 22203)

The Westin Arlington Gateway (801 N. Glebe Road, Arlington, VA 22203)

Hilton Arlington (950 N. Stafford Street, Arlington, VA 22203)

Holiday Inn Arlington at Ballston (4610 Fairfax Drive, Arlington, VA 22203)

Comfort Inn Ballston (1211 N. Glebe Road, Arlington, VA 22201)



KIDDUSH LUNCHEON

The family has the option to use Sisterhood catering or an approved outside caterer for the Kiddush and oneg. Families are encouraged to use Sisterhood's catering service, since they have a lot of experience coordinating kiddush luncheons, having done them for many years. They know the process, building requirements, people involved, etc. Experience and ease are a given when using the Sisterhood catering. Please know that catering is the main source of the income which Sisterhood uses to provide the regular weekly kiddushes and onegs, to purchase gifts for the Bar and Bat Mitzvah celebrants and to fund major projects undertaken by the congregation. In addition, because the Bar and Bat Mitzvah families provide much of the needed labor, Sisterhood is able to offer its services at a fraction of the cost of an outside caterer.

Please see the attached order form for catering options through Sisterhood. All Sisterhood catering is coordinated through Laura Jacobs who can be reached at gimalaura15@gmail.com.

If a family chooses to use an approved kosher outside caterer or food-service for the Saturday Kiddush, they will be assessed a fee of \$500.00. This fee compensates the Congregation for expenses related to the use of the kitchen and multi-purpose room, and is only assessed when an outside caterer is used for the Saturday Kiddush. Please contact the office (703-979-4466) for a list of fees related to hosting other Bar/Bat Mitzvah celebrations at the Congregation (e.g. Saturday evening party, Friday night Shabbat dinner, etc.)

The only food which may be served at the Bar/Bat Mitzvah Kiddush is that which is provided by Sisterhood or an approved caterer. Families may NOT bring in other items. In addition, if an approved food service is used, all items must be delivered by Friday afternoon at 2:00 PM. No deliveries will be accepted on Shabbat.

All leftovers are the property of the Bar/Bat Mitzvah family. They will be packed and left in the refrigerator to be picked up after Shabbat ends, or sometime during the next few days. Please call the synagogue office to make arrangements for a pick-up time. Any items found in the refrigerator three days after the Bar/Bat Mitzvah are assumed to be donations to Sisterhood.

Regardless of whether you use Sisterhood or an outside caterer, all families are required to participate in the Kiddush luncheon sign-up genius. In this system, all families work together and essentially co-op to make sure each luncheon is a beautiful event. Families sign up for the following jobs:

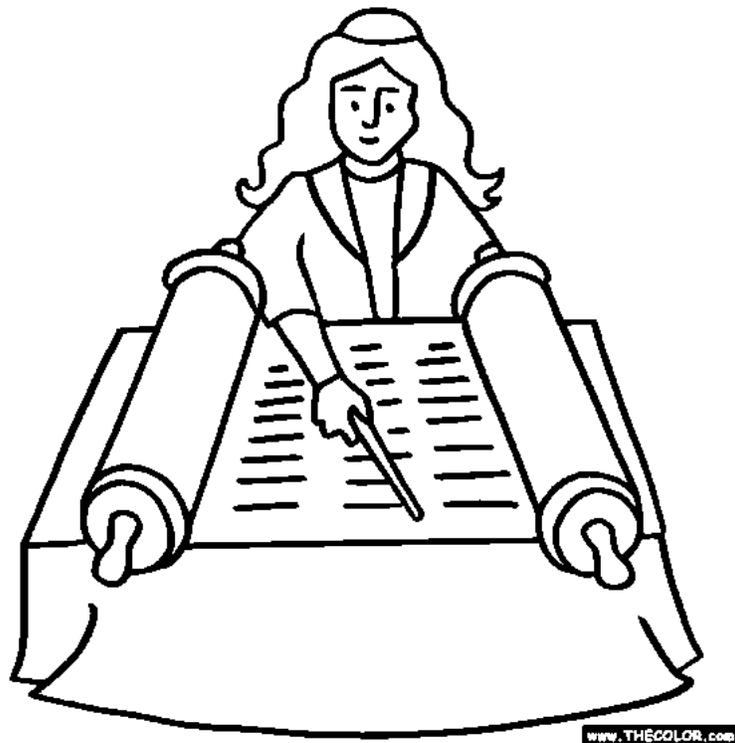
- Captain---The captain coordinates with Laura about the menu, ensures all volunteers are ready to go and generally oversees the events of the entire morning.
- Shopper---The shopper receives the food list from Laura approximately a week in advance. Shopping is typically limited to Costco but can sometimes also include places like Trader Joe's, for more unique requests, such as latkes.
- Cooks---The cooks prepare any special dishes that the family requests which require cooking at CEH (e.g. blintz soufflé). We have cooks sign up for each

Mitzvah, but they don't always end up being needed. Cooking is typically done on Wednesdays during Hebrew school but can also be done at a time agreed upon by Laura Jacobs and the cooks.

- Set-up---The set-up crew arrives around 9:30 the morning of the Mitzvah and makes sure the food is set and the food is all ready to go. Even if you are on set-up, you are always able to go upstairs during the Torah service.
- Clean-up--- The clean-up crew makes sure that the food remains full during the luncheon itself. Clean-up usually goes from 12:30 to 2:00 PM once the luncheon is finished.

We need a sign-up genius coordinator for your class. Contact the previous year's coordinators for help in setting this up. They will be happy to share information with you on how to do this.

Edgar, the synagogue's chief engineer, will be working very hard to make your event special. It is a nice gesture to give him a special gratuity. This should not be done on Shabbat, but can be brought to the synagogue office before or after the Bar/Bat Mitzvah day.



BAR OR BAT MITZVAH INFORMATION FORM

BAR/BAT MITZVAH OF: _____

ASSIGNED DATE: _____ TORAH PORTION: _____

MOTHER'S NAME: _____ HOME PHONE: _____

FATHER'S NAME: _____ HOME PHONE: _____

SIBLING'S NAME: _____

SIBLING'S NAME: _____

HEBREW NAMES (please include father's and mother's Hebrew names)

BAR/BAT MITZVAH: _____

MOTHER: _____

FATHER: _____

WILL YOU PROVIDE THE:

ONEG SHABBAT (FRIDAY NIGHT)?

_____ YES

_____ NO

KIPPOT

_____ YES

_____ NO

FLOWERS

_____ YES

_____ NO

LET US FEATURE YOUR BAR OR BAT MITZVAH IN *THE CHRONICLE*

Mazel Tov on your upcoming Bar or Bat Mitzvah! Please answer the questions below, as well as provide a photo (head shot) for publication. You may email this form and your photo to chronicle@etzhayim.net or leave it in the box marked "Chronicle Editor" in the synagogue office.

This form must be submitted by the 15th of the month before your event. Please contact the Director of Education if you have any questions.

1. What is your full name? _____

2. Where were you born? _____

3. What is the date of Bar or Bat Mitzvah? _____

4. How long have you been in our Religious School? What is your favorite subject?

5. What Haftorah will you be chanting? _____

6. Has anyone else in your family become a Bar or Bat Mitzvah here?

7. What public school do you attend? What is your favorite subject?

8. What are your hobbies or extra-curricular activities?

9. What accomplishments are you proud of?

10. Please write a thoughtful statement about what becoming a Bar or Bat Mitzvah means to you.

BAR/BAT MITZVAH TIMELINE

Color Code Key:

Things the parent/family needs to worry about

Things the student needs to worry about

4th grade year:

- A letter will be sent to parents to begin the discussion of selecting a Bar/Bat Mitzvah date.

Spring 5th grade year:

- Parents and professional staff to determine Bar/Bat Mitzvah date.

Fall of 6th grade year:

- Parents attend a Bar/Bat Mitzvah information meeting with the professional staff to learn about the process and timeline for preparation, education/mitzvot requirements, and resources available to families.

6th grade year:

- Students will begin to learn trope in Wednesday school.

1 year prior:

- Professional staff to assign a tutor for the student.
- Students to begin weekly bar/bat mitzvah tutoring.
- Families to attend services regularly. There is a 50% requirement of attendance for B'nai Mitzvah students and their families.
- Parents to complete the Facility Rental Application form (etzhayim.net) for celebrations other than kiddush lunch.
- Student discuss and begin working on the Mitzvah Project. All projects must be approved by the rabbi and Religious Education Director.

4 months prior:

- Parents to purchase Bar/Bat Mitzvah child's tallit.
- Parents to order kippot for guests and congregants (optional).

3 months prior:

- Student begins work on the d'var Torah.
- Parents to reserve kitchen time if needed for celebrations.
- Parents to provide professional staff with names of family members that would like to read Torah in honor of your child's Bar/Bat Mitzvah. Professional staff will then provide copies of text to family members.
- Parents to prepare program for their child's Bar/Bat Mitzvah (optional). Program must be approved by the professional staff prior to printing.

2 months prior:

- Parents to contact CEH to schedule appointments for pictures in the sanctuary (optional).
- Student to complete the Bar/Bat Mitzvah in the *Chronicle* information sheet (see attached).
- Parents to contact Laura Jacobs (gimalaura15@gmail.com) if there are questions about the Kiddush options.

1 month prior:

- Parents to complete the Bar/Bat Mitzvah Information Sheet (page 13).
- Parents to complete the Space Reservation Form (etzhayim.net) for kiddush luncheon setup as well as any other celebrations taking place at the synagogue.
- Parents to complete the Kiddush order form (pages 19-21).

- Parents to contact Jane Baldinger (britcoon@netzero.net) if you would like to make a special flower request. Please copy the office (office@etzhayim.net) on these communications.

2 weeks prior:

- Parents submit the Honors Form (page 7) and program (if applicable) to Rabbi Bass for review. All programs must be approved by the rabbi before printing.
- Student and family to participate in a sanctuary rehearsal.

Day before Bar/Bat Mitzvah

- Families to bring all materials needed (program, kippot, kiddush centerpieces, etc.) to CEH by 2:00pm on Friday.

Day of Bar/Bat Mitzvah

- Please plan for you to arrive by 9:45am in order for Gabbaim to familiarize themselves with participants.

CHAIRS, TABLES & LINENS

Chairs

- There is seating in the sanctuary for 175 people. However, 10% of the seats typically are left empty. Please encourage family and friends to sit up close.
- Additionally we have 125 folding chairs. Please remember that you need chairs upstairs and downstairs at the same time. You may need to rent additional chairs.
- Estimated guideline for chair rental (if using 17 tables with 9 chairs at each (153 guests) for the Kiddush):
 - 150 guests (including 40 congregants) = 28 chairs for the Kiddush
 - 150-175 (including 40 congregants) = 25 for sanctuary and 28 for Kiddush
 - 175-200 (including 40 congregants) = 50 for sanctuary and 28 for Kiddush
 - 200-225 (including 40 congregants) = 75 for sanctuary and 28 for Kiddush
 - 225-250 (including 40 congregants) = 100 for sanctuary and 28 for Kiddush
- One popular place to rent chairs is Brooke Rental. (All deliveries must be made by 3:00 PM on Friday afternoon for Shabbat or by 3:00 PM on the day before a Yom Tov.)

Tables

- CEH owns 17 sixty-inch Round tables.
- CEH owns 18 six-foot and 4 eight-foot Rectangular tables.
- We typically use 2 eight-foot and 1 Round for the center buffet, and 1 eight-foot for drinks.
- Each round can comfortably seat 9 chairs for a maximum of 153 chairs at 17 tables.

Linens

- We own the following tablecloths:
 - 27 white rounds
 - 14 blue rounds
 - 14 pink rounds
 - 13 large white rectangular (for six-foot tables)
 - 15 extra-large white rectangular (for eight-foot tables)
 - 7 white table skirts

B'NAI MITZVAH DECORATIONS LIBRARY

Many families have leftover tablecloths, vases, and other mitzvah decorations to share. Visit the link below to list items from your celebration you are willing to lend to others. Anyone interested in borrowing should contact the family directly to make arrangements.

LINK: <http://tinyurl.com/CEHdecorationslibrary>

Congregation Etz Hayim is not responsible for the storing of items or the transactions, but will simply keep the list. Items are located in homes; contact one another directly to lend/borrow.

DAIRY BAR/BAT MITZVAH KIDDUSH MENU

COST: \$1200 for up to 80 people (plus \$250 extra for each additional 20 guests) and other costs as noted below.

Guest count must include 40 regular congregants.

Pre-school age children are not included in the count. Kindergartners up to 10 year olds are considered as ½ person.

Anybody 10 years old or over is counted as one person.

The final guest count is due one week prior to the event.

INCLUDES:

Wine, grape juice and 2 challah for Kiddush.

Choice of **SIX***: (circle choices)

Unless otherwise noted, all food comes from Shalom's Kosher Catering of Rockville, MD in sealed containers.

Tuna fish salad	Egg salad	Hummus with pita	Baba ghanouj	Pasta salad	Chick pea salad	Macaroni salad
Fruit salad	Herring	Gefilte fish with horseradish	Whitefish salad	Israeli salad	Couscous salad	Pesto pasta salad
Vegetarian chopped liver	Spanish eggplant	Cole slaw	Potato salad (red skin or white)	Four bean salad	Cucumber salad	Tabouleh
Pasta spinach salad	Sesame noodles	Bagels/cream cheese	Stuffed grape leaves	Guacamole with chips	Health salad	Orzo salad

***Nova Scotia lox with tomatoes, cucumbers, onions, capers (to replace 2 of the choices above).**

Should circumstances beyond our control occur, we reserve the right to make substitutions.

Also included:

1. Assorted fancy pastries and ½ decorated sheet cake (yellow, chocolate or marble with white icing or chocolate icing).
2. Coffee, tea, punch.
3. Up to 17 round tables with tablecloths (white, blue, or pink), 125 chairs. Additional tables and chairs needed for guest count must be rented.
4. Napkins, glass or paper plates, cups, and plastic cutlery.
 - Client may purchase decorative paper goods. These must be delivered to the synagogue no later than NOON on the Friday before the event.

Additional costs to client:

The following items may be added to the basic Kiddush. If you have questions or concerns, please contact the synagogue as soon as possible.

Item	Cost for first 80 people	Cost per additional 20 people
Each extra item from above	\$200	\$40.00
*Fresh fruit display	\$200	\$40.00
*Kugel	\$200	\$40.00
*Blintz soufflé	\$200	\$40.00
*Lasagna	\$200	\$40.00
*Macaroni and cheese	\$200	\$40.00
Latkes with sour cream/applesauce	\$200	\$40.00

**These items may be cooked in the synagogue kitchen.*

DAIRY BAR/BAT MITZVAH KIDDUSH MENU

Clients are invited to customize their menu by visiting Shalom's website, www.theshalomgroup.com/shalom-kosher, (or that of another approved kosher source) and making alternative selections. This may result in a higher per person price.

ADDITIONAL FEES BASED ON THE NUMBER OF GUESTS

Kitchen help: \$225 for up to 125 guests, \$250 for 125-200 guests, \$275 for over 200 guests

Flowers for buffet table and guest tables, if provided by Sisterhood: \$50.00-\$75.00

The final guest count and menu choices are due one week prior to the event. A deposit of **½ of the expected final dollar total is due with the signed contract.**

Name _____ Home phone _____
E-mail address _____ Work phone _____
Address _____
Type of event _____ Date of event _____

Anticipated number of guests (including 40 regular congregants)
Adults and Children Over 10 _____ School-age children under 10 _____
Preschool Children who will need seating _____

Color of table linens (White, Blue, or Pink)

ADDITIONAL INSTRUCTIONS:

Bar/Bat Mitzvah Cake flavor (yellow, chocolate or marble) _____
Icing flavor (white or chocolate) _____
Color(s) of inscription _____
Inscription _____

Will you be supplying your own centerpieces? Yes No (Circle one)
If so, a large one is needed for the buffet table.

Will you be supplying your own paper goods and plastic ware? Yes No (Circle one)
If so, check which apply:

Large plates _____ Small Plates _____ Hot and cold cups _____ Flatware _____ Napkins _____

Will you be using the large glass plates for the main course? Yes No (Circle one)

Do you wish to order special items from Shalom's website or that of another approved kosher caterer? If so, what? _____

Deposit sent \$ _____ Signature of Client _____ Date _____

If there are questions, please contact Laura Jacobs at gimalaura15@gmail.com.

MEAT BAR/BAT MITZVAH KIDDUSH MENU

COST: \$1600 for up to 80 people (plus \$350 extra for each additional 20 guests) and other costs as noted below.

Guest count must include 40 regular congregants.

Pre-school age children are not included in the count. Kindergartners up to 10 year olds are considered as ½ person. Anybody 10 years old or over is counted as one person.

The final guest count is due one week prior to the event.

INCLUDES:

Wine, grape juice and 2 challah for Kiddush.

Choice of **FOUR:** (circle choices) Unless otherwise noted, all food comes from Shalom's Kosher Catering of Rockville, MD in sealed containers.

Bologna	Chopped Liver (Beef)	First Cut Corned Beef	Pastrami	Salami	Turkey Breast	Turkey Roll	Roast Beef
---------	-------------------------	-----------------------------	----------	--------	------------------	----------------	---------------

Choice of **FOUR:** (circle choices)

Cole Slaw	Potato Salad (Red or White)	Sesame Noodles	Israeli salad	Vegetarian chopped liver
Egg salad	Fruit salad	Pesto pasta salad	Baba ghanouj	Hummus
Pasta salad	Spinach pasta salad	Four bean salad	Cucumber salad	Spanish eggplant salad

Should circumstances beyond our control occur, we reserve the right to make substitutions.

Also included:

1. Assorted fancy pastries and ½ decorated sheet cake (yellow, chocolate or marble with white icing or chocolate icing).
2. Coffee, tea, punch.
3. Up to 17 round tables with tablecloths (white, blue, or pink), 125 chairs. Additional tables and chairs needed for guest count must be rented.
4. Napkins, glass or paper plates, cups, and plastic cutlery.
 - Client may purchase decorative paper goods. These must be delivered to the synagogue no later than NOON on the Friday before the event.

Additional costs to client:

The following items may be added to the basic Kiddush. If you have questions or concerns, please contact the synagogue as soon as possible.

Item	Cost per first 80 people	Cost per each additional 20
Each extra item from above list	\$200	\$40.00
*Fresh fruit display	\$200	\$40.00
*Kugel - sweet OR savory	\$200	\$40.00
*Sweet and Sour meatballs with rice	\$400	\$80.00

**These items may be cooked in the synagogue kitchen.*

SISTERHOOD OF CONGREGATION ETZ HAYIM
2920 ARLINGTON BOULEVARD ARLINGTON, VIRGINIA 22204

MEAT BAR/BAT MITZVAH KIDDUSH MENU

Clients are invited to customize their menu by visiting Shalom's website, www.theshalomgroup.com/shalom-kosher, (or that of another approved kosher source) and making alternative selections. This may result in a higher per person price.

ADDITIONAL FEES BASED ON THE NUMBER OF GUESTS

Kitchen help: \$225 for up to 125 guests, \$250 for 125-200 guests, \$275 for over 200 guests

Flowers for buffet table and guest tables, if provided by Sisterhood: \$50.00-\$75.00

The final guest count and menu choices are due one week prior to the event. A deposit of **½ of the expected final dollar total is due with the signed contract.**

Name _____ Home phone _____
E-mail address _____ Work phone _____
Address _____
Type of event _____ Date of event _____

Anticipated number of guests (including 40 regular congregants)
Adults and Children Over 10 _____ School-age children under 10 _____
Preschool Children who will need seating _____

Color of table linens (White, Blue, or Pink)

ADDITIONAL INSTRUCTIONS:

Bar/Bat Mitzvah Cake flavor (yellow, chocolate or marble) _____
Icing flavor (white or chocolate) _____
Color(s) of inscription _____
Inscription _____

Will you be supplying your own centerpieces? Yes No (Circle one)
If so, a large one is needed for the buffet table.

Will you be supplying your own paper goods and plastic ware? Yes No (Circle one)
If so, check which apply:

Large plates _____ Small Plates _____ Hot and cold cups _____ Flatware _____ Napkins _____

Do you wish to order special items from Shalom's website or that of another approved kosher caterer? If so, what? _____

Deposit sent \$ _____ Signature of Client _____ Date _____

If there are questions, please contact Laura Jacobs at gimalaura15@gmail.com