

SIMCHA PLANNING CHECKLIST FORM

We want your *simcha* to be Jewishly meaningful. Please fill out and return to a Rabbi at least two weeks prior to your celebration.

1. *Kipah*: Please wear *kipah* both in the sanctuary and during your meal of celebration. Put out *kipah* on tables for guests as wearing one during your meal is also a tradition, as blessings will be recited.
2. Please put *Birkat HaMazon* booklets on all tables. Custodians will supply them to you.

It will be led by:

3. Who will be supervising the young adults and where will they be?
4. Activities for the young adults include:
5. Your child's picture sign-in board can be placed on display throughout *Shabbat*. As we don't write on *Shabbat*, please do not put out pens until after *Havdalah* on Saturday night.
6. For Saturday night celebrations, involve *Bar/Bat Mitzvah* friends in the *Havdalah* service.

Havdalah will be led by:

Hold *Kiddush* Cup:

Hold Spice Box:

Hold *Havdalah* Candle:

Mazal Tov