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## BAR/BAT MITZVAH HONORS INFORMATION FORM

CONGREGATION  
**SHIR SHALOM**



*Song of Peace*

This form will be filled out during Bar/Bat Mitzvah Preparation.  
If you have any questions, please contact the Rabbi or Cantor.

Please print legibly, this information will be used in the office in preparation for your service.

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### TYPE OF SERVICE (circle)

FRIDAY EVENING

SHABBAT MORNING

SHABBAT MINCHA/HAVDALAH

### BASIC INFO

1. Name: \_\_\_\_\_
2. Hebrew Name: \_\_\_\_\_ ben/bat \_\_\_\_\_
3. Date of Service (as approved by Temple Office): \_\_\_\_\_
4. Contact number: \_\_\_\_\_

### SERVICE INFO

1. Approximately how many guests are you expecting to attend the Friday Evening service? \_\_\_\_\_
2. If Shabbat Morning service, how many guests are you expecting to attend Friday Night Erev Shabbat Service? \_\_\_\_\_
3. Will you be printing your own leaflets? \_\_\_\_YES \_\_\_\_NO
4. Which item (if any) will be donated and placed on the Bimah?
  - a. \_\_\_\_ FLOWERS \_\_\_\_ FOOD BASKETS \_\_\_\_ GIFT BASKETS
  - b. Flowers/Food Baskets/Gift Baskets are the gift of \_\_\_\_\_  
Donor Name  
in honor of the Bar/Bat Mitzvah of their \_\_\_\_\_  
Relationship

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5. Will your family be sponsoring the Friday Night Oneg? \_\_\_\_YES \_\_\_\_NO

If yes, who will be the sponsor? \_\_\_\_\_

(Oneg Sponsorship is \$180, payable to Congregation Shir Shalom)

6. Would you like a DVD of the service created from the video streaming? \_\_\_\_YES \_\_\_\_NO

Cost is \$118 for first DVD and \$36 for each additional (see page 9). PLEASE NOTE THAT TECHNICAL PROBLEMS CAN OCCUR WHICH ARE BEYOND OUR CONTROL.

7. Any other information about your service, family, guests of the Bar/Bat Mitzvah you would like to provide? \_\_\_\_\_

## PARTICIPANT/CEREMONY INFO

Please fill out to the best of your ability. This will be reviewed with the Cantor when planning the service.

*\*\*\*Items noted with an asterisk \* are special honors that are reserved for members of the Jewish faith. We recognize the valuable commitment of our non-Jewish family members and welcome and encourage them to stand on the Bimah during the passing down of Torah and Aliyot.*

1. Readings

a. Torah Portion: \_\_\_\_\_

Reading: (chapter/verse) \_\_\_\_\_ Hertz Chumash, page: \_\_\_\_\_

b. Haftarah Portion: \_\_\_\_\_ Hertz Chumash, page: \_\_\_\_\_

2. Tallit Ceremony (Names): \_\_\_\_\_

3. Special Reading (Optional): \_\_\_\_\_

4. Ark Opener(s) & Closer(s) - Recommended to have two people for each:

a. Torah Service/Taking out the Torah p. 362: \_\_\_\_\_

b. Returning Torah p. 390: \_\_\_\_\_

c. Aleinu p. 586: \_\_\_\_\_

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7. Generation to Generation, handing down the Torah:

Grandparent(s) : \_\_\_\_\_

Parent(s): \_\_\_\_\_

Other (i.e., Siblings, Aunt, Uncle): \_\_\_\_\_

8. Torah Undresser(s) (minimum 1, maximum 2):

a. Name (English) \* : \_\_\_\_\_

b. Name (English)\* : \_\_\_\_\_

9. Aliyot\* (minimum 1, maximum family group—use reverse side for additional space):

a. 1st—Name (English) \* : \_\_\_\_\_

Hebrew (if known): \_\_\_\_\_

b. 2nd— Name (English) \* : \_\_\_\_\_

Hebrew (if known): \_\_\_\_\_

c. 3rd— Parents Names:

i. Mother (English): \_\_\_\_\_

Hebrew (if known): \_\_\_\_\_

ii. Father (English): \_\_\_\_\_

Hebrew (if known): \_\_\_\_\_

d. **SATURDAY MORNING ONLY**

4th— Bar/Bat Mitzvah (candidate name): \_\_\_\_\_

13. Hagbah (Torah Lifter) \*:

a. Name (English) \* : \_\_\_\_\_

Hebrew (if known): \_\_\_\_\_

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14. G'lilah (Torah Dresser/s) \* (Up to 3, attach a list if needed)

a. Name (English) \* : \_\_\_\_\_

15. Board Representative (Suggest someone you know, or someone will be assigned):

\_\_\_\_\_

16. Men's Group/Sisterhood Rep (Suggest someone you know, or someone will be assigned):

\_\_\_\_\_

17. If participating in Israel Bond Program, provide name of 7th grade class representative (usually the Bar/Bat Mitzvah just before your child): \_\_\_\_\_

18. Names for Kaddish: \_\_\_\_\_

19. Siblings: \_\_\_\_\_

20. Candy Passers: \_\_\_\_\_

21. Ushers (at least one should be a member and familiar with our building): \_\_\_\_\_

22. Candle Blessing: \_\_\_\_\_ Kiddush: \_\_\_\_\_ Motzi: \_\_\_\_\_

### **OTHER OPTIONS FOR FAMILY PARTICIPATION**

*Indicate (X) if you would like to discuss:*

\_\_\_\_\_ A parent may address the Bar/Bat Mitzvah before the presentations, following the blessing

\_\_\_\_\_ English Torah translation

\_\_\_\_\_ English Haftarah translation

\_\_\_\_\_ Some particular part of the worship service, e.g. responsive reading before Mi Chamocha

\_\_\_\_\_ Speeches at meal during the weekend

\_\_\_\_\_ Special readings from our Siddur (Prayer Book) or other readings approved by Rabbi

### **COMPLETE THIS PORTION FOR MINCHA/HAVDALAH SERVICE**

1. Holding wine for Havdalah: \_\_\_\_\_

2. Holding spices for Havdalah: \_\_\_\_\_

3. Holding candle for Havdalah: \_\_\_\_\_