

Planning a Bas Mitzvah Celebration

All Bas Mitzvahs of Grade Six students take place in the Beth Rivkah Simcha Hall.

The procedure is as follows:

1. Reserve the date of your daughter's Bas Mitzvah at least two weeks in advance by emailing Yael in the administrative office at admin@bethrivkah.com. You can also reach her at extension 243.
2. Once you have your date, please fill out the Bas Mitzvah form at the end of this attachment. Include a floor plan so that tables and chairs can be laid out for you in the manner you wish. To confirm the date please send the form into Mrs. Natanblut in the elementary office with 86\$ (cash please). This fee covers the use of the facilities and the mashgicha. Please do not call Shloimy.
3. Mrs. Shpigelman is the mashgicha of the Beth Rivkah Simcha Hall for the Bas Mitzvah students. She is present at all Bas Mitzvah functions to ensure that the Bas Mitzvahs are run according to the guidelines of the Rebbe and to oversee the Kashrus of the products being delivered.
4. As soon as Mrs. Natanblut receives your form and the cash, Mrs. Shpigelman will contact you, enquire about your Bas Mitzvah plans and discuss program content and music with you.
5. The Bas Mitzvah will take place in the Beth Rivkah Simcha Hall (auditorium) from 5:00 – 7:30/8:00 on a school night. Although we will try to accommodate you on Motzai Shabbos and Sundays, these dates are not always available. The Beth Rivkah Simcha Hall is available for you to set up at 2:45.
6. For a meaningful Bas Mitzvah we suggest the reading of the Rebbe's letter, a D'var Torah by the Bas Mitzvah girl and a program geared to and appropriate for Beth Rivkah students
7. For the menu, food from any establishment under MK supervision that is Cholov Yisroel (dairy) or Lubavitcher Shechita (meat) is acceptable. Please have food delivered to the school.
8. For the music, we have options of CDs with different styles of Jewish music, or a frum girl as deejay. In the past, High School students have done many Bas Mitzvahs.
9. Guest list includes immediate family members (mechitza requested for fathers, grandfathers), both Beth Rivkah sixth grade classes and any additional female guests parents wish to invite.
10. Please make a floor plan so that Shloimy can set it up for you.
11. This is the equipment we have available for you in school. Mrs. Shpigelman has access to all this equipment. She also has a copy of the Rebbe's letter and the music CDs.

Equipment Available

- Cutting boards and knives
- Milchige chafing dishes to keep the food warm, four double sized wire frames
- Microphone

- Use of Fridge
- Hot water urn
- AUX wire to connect your music device to our sound system

12. Please make sure you take all your personal belongs at the end of the simcha. Beth Rivkah cannot take any responsibility for items left behind.

13. If you need any assistance do not hesitate to call Mrs. Halperin at 514 731-3681 ext. 226.

We wish you lots of mazal and may your daughters be a source of nachas to you, the Jewish community and the Rebbe!

Please make a floor plan so that Shloimy can set it up for you.

Please note:

Please remember to bring:

Paper goods such as tablecloths, cutlery, plates, bowls, cups, serving utensils and napkins

Décor

Deep double foil pans (the wire frames fit 2 9x13 standard aluminum pans)

Your date will be confirmed upon receiving the form and \$86 cash.

We wish you a hearty Mazal Tov, a beautiful celebration and lots of nachas!

Quantity of Tables	Size	Shape	Seats
20	4 feet	Round	7
3	5 feet	Rectangle	3 each side
4	6 feet	Rectangle	4 each side
3	8 feet	Rectangle	5 each side