

Your Preparation Timeline and Checklist

Start at the end of the list – with your ceremony at T minus 0 – and enter its date. Then work up the list entering the dates that correspond with the timeframe for each milestone. Use this as your guide

Milestones	Countdown (days)	Date	<input checked="" type="checkbox"/>
12-16 Months Out			
B'nei Mitzvah Overview Meeting	T minus 450+		
Student Attends OHT Religious School	Already ongoing		
Family Attends OHT Shabbat Services	Already ongoing		
Family Starts Considering the Reception	T minus 450+		
Student Skills Assessment	T minus 365		
Nine-12 Months Out			
Book Location (if doing so)	T minus 365		
Schedule Tutoring	T minus 305 (est.)		
Begin Tutoring	T minus 275 (est.)		
Student Begins Attending Shabbat Services	T minus 275 (est.)		
Six-Nine Months Out			
Invitation Text Approval	T minus 180		
Order Invitations	T minus 180		
Start thinking about Drash	T minus 112		
Three Months Out			
Begin Writing Drash	T minus 90		
Determine Kiddush/luncheon requirements	T minus 90		
Two Months Out			
Submit Student Profile	T minus 42		
Determine Service Honors & FAX in Form	T minus 42		
Plan B'nei Mitzvah Logistics/FAX in Form	T minus 35		
Family Knows Torah Blessings	T minus 35		
One Month Out			
Tweak and Polish Prayers, Parashah, etc.	T minus 28		
Final Head Count/Kiddush & Luncheon	T minus 14		
Remember to Breathe!	T minus 14		
Full Rehearsal with the Rabbi	T minus 14or 7		
Smile for the photographers and enjoy the day!	T minus 0		