

**Information often included:**

- A welcome to your synagogue and a background to its history
- A short description of the worship service as conducted at your synagogue
- A brief explanation of the meaning of a Bar/Bat Mitzvah ceremony or an essay by the Bar/Bat Mitzvah on the meaning of the day to him/her
- List of honors and their relationship to the Bar/Bat Mitzvah
- Text of the Torah and haftarah portions, in both Hebrew and English
- Special prayers/readings
- A list or description of the *mitzvot* performed by the Bar/Bat Mitzvah
- Comments from close relatives
- Thank you to tutors, friends and family who helped make the day possible
- Photographs of the Bar/Bat Mitzvah.

**\$500 Package includes:**

- 12-page 5-1/2" x 8-1/2" full color program
- Torah verses that will be chanted broken down by *aliyah* in Hebrew and English
- Haftarah in Hebrew and English (1985 JPS translation will be used for both unless otherwise specified)
- 150 copies delivered by UPS to your home or synagogue
- 20 coordinating Thank You note-cards with envelopes (*please specify Hebrew or English*)

**Additional items:**

- Original illustration of verse from parsha \$180.00  
*Please allow 1 extra week*
- Four Additional pages 50.00  
*Pages must be added in multiples of 4*
- 50 additional copies 50.00
- 10 additional Thank You notes 7.50

**Contact:**

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## Bar & Bat Mitzvah Programs

Many congregations have embraced the minhag of a Bar/Bat Mitzvah program for the service. This is compiled and produced by the family for distribution to attendees by the ushers, or inserted into prayer books. This lovely keepsake of your family's special day can have a variety of unique features for your relatives and friends, congregants and information for your non-Jewish guests. This information helps maintain decorum. Many families choose to include the Torah text to be chanted and the haftarah both to standardize translations and remember the hard work the Bar/Bat Mitzvah put into learning the trop.

## Timetable

### 8 weeks before event

Send all copy and indication of verses for the Torah portion, in plain text or Word format; please indicate where breaks will be for each aliyah. If you prefer a different translation, mail a clear photocopy of all text to be included. Specify style of page border and any special information for the cover. Some sample borders are on pages 4 and 5. These are only examples, any special request and color scheme can be accommodated.

A deposit of 50% of the total fee must be received before any work can be done.

### 6 weeks before event

Mitzvah Graphics sends a PDF proof by email for your changes and corrections

### 4 weeks before event

All corrections should be received, either by email or a physical copy

### 3 weeks before event

A second proof is sent for final corrections and changes

### 2 weeks before event

All corrections must be received by Mitzvah Graphics, and a final proof and invoice sent.

### 10 days before event

Programs shipped to specified address. You will be charged for any additional shipping if deadlines are not met and Overnight Delivery is necessary. Final payment of fee sent.

## Information We Need:

- Text for your program
- A valid email address that is checked regularly. You will need Adobe Acrobat Reader (*available for free at Adobe.com*)
- Phone numbers — both home and cell
- Home address
- Shipping address if different

## Samples of Coordinated Border and Thank You Note

Border is partial and shown smaller than actual size



## Other Border Samples

Border is partial and shown actual size



## Other Border Samples

Border is partial and shown actual size

