

# Congregation Beth David

## Nuts and Bolts of Bar / Bat Mitzvah Events

(Last rev. August 20, 2009)

### GENERAL INFORMATION

#### ***Announcement in the Beth David STAR:***

#### **ON HOLD – STAR CURRENTLY NOT BEING PRINTED**

Please type your announcement, submit via e-mail directly to STAR editor, [STAR@beth-david.org](mailto:STAR@beth-david.org). The announcement should be a couple of quick sentences (see other STAR issues for examples). As the STAR is now a bi-monthly publication, please email Christel to get the correct information for when you need to submit your child's picture & blurb so as not to miss the deadline!

***Kashrut:*** Beth David has a detailed Kashrut policy. Please refer to Beth David's Kashrut policy when planning any event that has food or drink.

***Kitchen Use:*** Beth David keeps a fully kosher kitchen. As such all kitchen work must be supervised by a *Mashgiaħ*. A *Mashgiaħ* is a person appointed by a rabbi (Rabbi Pressman), and whose responsibility is to ensure that all food brought into the kitchen, and all food preparation conforms to the Jewish dietary laws. Our current *Mashgiaħ* is Sue Glettig 408-366-9113; and she will be more than happy to advise you regarding your food plans for your event. In planning your event you may interface with the kitchen in the following three ways:

- If you personally wish to bake for your event, you may bake at home using **NEW** single use pans, but do the plattering and cutting at Beth David, under the supervision of the *Mashgiaħ*. You must call in advance to arrange for kitchen time to cut and platter.
- If you personally wish to cook for your event with the help of your family and community, you may bring your kosher ingredients to the kitchen and cook using the facility. If you are unsure what ingredients are kosher or not, please consult the *mashgiaħ* and refer to the Kashrut policy. You must call in advance and arrange for kitchen supervision time.
- You may also arrange for a caterer to cook for your event (see below).

***Catering:*** There are specific caterers who are approved to work at Beth David. You may hire any caterer who is on our approved list (attached). Our *Mashgiaħ*, Sue, is also able to offer catering services. To utilize our services, please speak with Barbara Biran (408) 366-9106.

***Friday Night Oneg:*** Our Friday night services are now at 6:30 pm and so we no longer have an Oneg on Friday night.

***Shabbat Kiddush:*** It is customary for the family of the Bar/Bat mitzvah to sponsor the Kiddush on Shabbat morning after services. You are not required to do anything elaborate; a "Simple Kiddush" with cakes, cookies, challah and wine is perfectly acceptable. Anything else you want to add is your choice. We will gladly assist you in making these decisions, and help you know what is expected. As far as numbers, plan on 150 congregants in addition to the number of guests you invite. ***All food must arrive at Beth David before Shabbat begins on Friday.***

***Wine:*** All wine and juice used for Kiddush must be kosher and be made of grapes (not berries). Any other wine is acceptable for use during meals. There are now many excellent Kosher wines on the market; we encourage (though do not require), that you include a Kosher wine in your selection.

***Sharing Shabbat Services:*** Sometimes our community is fortunate to have another event on the same day as your event. With our calendar as full as it is, often we will have to schedule an *aufruf* (pre-wedding aliyah) or a baby-naming on the same day as a Bar/ Bat Mitzvah. Sometimes the opportunity arises to share the Kiddush as well. We can help coordinate this with you. We appreciate your understanding and cooperation.

**Shabbat Greeter Program:** Your family will be requested to be Shabbat morning greeters at the Bar/Bat Mitzvah preceding your child's Bar/Bat Mitzvah date. This will require the family to arrive at 9:15am to help get the handouts ready and then greet people as they arrive up. We request that you continue to greet people until the beginning of the Torah service and then join the service yourselves.

**Evening/Sunday Parties:** Beth David strives to make itself available for b'nei mitzvah evening parties and *usually* reserves the social hall for you. Please remember we are a very busy congregation and many of the weekends throughout the year will have other Beth David events as well as b'nei mitzvah parties. Please contact the office as soon as possible (9 months in advance is not too early!) to confirm or cancel your time for the Social Hall. *Please be aware that special events or large congregational events will sometimes take priority use of the Social Hall.*

**Extra food service staff:** Depending on your event, you may need extra kitchen or serving staff. Extra staff are often arranged (and charged) through your caterer but we can do it for you if needed. You will need to discuss staffing with Barbara Biran (408) 366-9106.

**Facility Plans/Layout:** Two months before the event please discuss your table arrangements with our receptionist, Stacy Cabral (408-257-3333). We have diagrams of the floor plan, know the approximate scale of tables, and will be very happy to help with the layout. ***Please note seating accommodations for 250 or more persons will require an additional facility fee.*** Some of the caterers work here often and are very familiar with our facility, and they may be willing to help with table arrangements. It is vital that you help us with these layouts to make sure our diagram meets your needs. ***These layouts must be submitted to our office a minimum of 3 weeks prior to your event.***

**Paper Goods:** The family is responsible for all paper goods, unless you are having CBD cater the entire event. Beth David participates in the USCJ Green Program & as such has green paper products available for use. You will be charged the exact amount that it costs us to purchase these goods for your simha.

**Programs:** Many families prepare an individualized program for their event. We will be happy to help provide some ideas as to content and format, however you are responsible for creating it & printing/copying it.

**Candy tossing:** There is a custom some people follow of throwing candy at the conclusion of the haftarah. This custom is NOT practiced at Beth David for b'nai mitzvah. We do allow candy tossing in the case of an *aufruf* (pre-wedding aliyah).

**Rehearsal:** A one-hour rehearsal will be held at 10:30 a.m. on the Friday before your date. This hour is for the student, family, relatives and clergy to walk through the service and practice honors like opening the ark or dressing the Torah. You may also take pictures on the same day. Schedule your photographer for before or after your rehearsal time, and book that time with the office to make sure the sanctuary will be available.

**Mazon:** Congregation Beth David is a MAZON Synagogue Partner. As a way of enhancing the meaning of your child's bar/bat mitzvah, MAZON encourages each family to donate 3% of the cost of the simha to partner with them to prevent hunger. Your child may also choose to donate a portion of his/her gifts to MAZON or to their mitzvah project (if they have one). For more information about Mazon please call Abe Bromberg at 408-253-0826.

**Rabbi Consultation:** It is necessary to meet with both Rabbis one week before your event. This will be the time to review your student's speech, ask questions, etc.

### **Overwhelmed? Not to worry!**

We are available to meet with you to hear about your plans, as well as to provide any assistance you might need. One or two months prior to the event, plan to meet with the appropriate staff member to complete your setup and to answer your last minute questions. Of course, feel free to call the office *at any time* with any and all concerns.

## Approved Caterers

Only caterers on this list will be allowed to use Beth David's kitchen and supplies. *All cooking must be done on our premises under supervision, unless other arrangements are approved in advance.* Caterers **must** contact the office to schedule kitchen time.

### **Deliciously Yours**

112 Newell Ave., Los Gatos, 95030

Contact: Lucy Fried

Phone: 408-395-6581

### **Dina's Catering**

504 Yosemite Drive, South San Francisco 94080

Contact: Dina Man

Phone: 650-827-1309

### **Farah Kosher Catering**

Contact: Farah

Phone: (650) 906-5286

### **Gunther's Rest & Catering**

1601 Meridian Ave, SJ 95125

Contact: Steve

Phone: (408) 266-9022

Cell: (408) 838-3485 (Steve)

### **HaGeffen D'vine Catering**

Contact: Galit Premasunac

Phone: (408)250-9096

(408)564-7177

### **Izzy's Brooklyn Bagels**

477 California Ave., Palo Alto

Phone: 650-329-0700

Sunnyvale: 408-523-1333

### **Milk & Honey Catering**

1459 Beach Park Blvd., Foster City, 94404

Contact: Debbie Kelman

Phone: 650-212-6455

### **Schumann's Four Seasons**

2580-C Wyandotte, Mountain View 94043

Contact: Frank

Phone: 650-968-9308

### **Too Caterers**

441 El Camino Real, Menlo Park, 94025

Contact: Wendy Kleckner

Phone: 650-322-4189

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## KOSHER WINE

There is usually a selection of kosher wine available at local Trader Joe's supermarkets as well as Lucky in El Paseo & Los Altos and Mollie Stone's in Palo Alto. A large selection of Kosher wine can also be found at:

### **Royal Wines & Spirits**

3144 Williams Rd. San Jose 95117

Contact: David Tabibian

Phone: 408-260-1098

Royalwines@yahoo.com

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## Supermarkets

There are a number of supermarkets/grocery stores that have a large selection of Kosher foods. Her is a partial list of those stores:

### **Lucky**

Many locations. Locations with a large Kosher selection are:

234 Saratoga Ave at El Paseo de Saratoga

2175 Grant Blvd. Los Altos

### **Trader Joes**

Many locations in Bay Area

### **Molly Stones**

164 N. California, Palo Alto

### **Whole Foods**

Many locations in Bay Area

## Approved Bakeries

Oneg Shabbat on Friday night is *ALWAYS* pareve (non-dairy). Please specify when ordering baked goods.

**1. Have Your Cake**

308 Alida Way, S. San Francisco

Contact: Marilyn Tabatsky  
650-873-8488

**2. Irving's Premium Challah**

919 Irving St 102 San Francisco

Phone: 415-753-5474

**3. Grand Bakery**

3264 Grand Ave., Oakland

Phone: 510-465-1110

**4. Semifreddi's**

3084 Claremont Ave., Berkeley

(a large selection of their breads, including challah, is available at Whole Foods, Trader Joe's, Mollie Stone's and Gene's Markets)

Phone: 510-596-9942

**5. Mama's Bakery (also Challah & Bagels)**

473 N. Santa Cruz, Los Gatos

Contact: Minoo  
Phone: 408-395-5254

**6. Izzy's Brooklyn Bagels**

Palo Alto: 650-329-0700  
Sunnyvale: 408-523-1333

**7. House of Bagels (Bascom Ave only)**

1640 S Bascom Ave # D

Campbell: 408-371-4970

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## Invitations

**1. Inviting Ideas**

*Discount offered for Beth David members!*

Phone: 408-371-RSVP  
Contact Ruth Pupkin or  
Barbara Silverman

**2. Alef Bet**

14103 Winchester Blvd., Los Gatos

Contact Nurit Sabadosh  
Phone: 408-370-1818

**3. Next Press**

Contact: Rodney Gluck  
Phone: 408-377-7707

**4. Calligraphy**

Barbara Bromberg: 408-253-0826

Cohava Mor: 650-965-0490

## Music

*Rabbi Pressman will work with all musicians (including the following musicians) willing and able to play appropriate music for B'nei Mitvah gatherings.*

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|--|-------------------------------------|
| 1. Joel Nelson   | Phone: 408-446-5000                 |
| 2. Hot Borscht   | Phone: 510-841-1311                 |
| 3. <u>Simha</u> Orchestra  | Phone: 408-496-6192                 |
| 4. Jordan River Entertainment  | Phone: 408-978-0979                 |
| 5. Donna Frankel (Israeli Dancing)   | Phone: 408-257-3455                 |
| 6. Joel Abramson Orchestras & Entertainment                                | Phone: 510/891-9980                 |
| 7. Feet First Entertainment  | Phone: 510/601-0600 or 800/393-3338 |
| 8. Alan Waltz ( <a href="http://www.alanwaltz.com">www.alanwaltz.com</a> ) | Phone: 408.243.4931 or 650.544.8590 |
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## Florists

Many families provide flowers for the bima. Though this is certainly not required, it is a nice touch. The most common choices are to have two arrangements, one in front of each podium *OR* one big arrangement in front of the torah reading table. Certain florists, such as those listed below, have worked at Beth David often, and will know what works well. You must schedule flowers for early afternoon delivery before Shabbat begins on Friday. Saturday morning deliveries are **not** acceptable.

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|---|---|
| <b>1. Bloomers Flowers</b><br>14107 Winchester Blvd., Los Gatos                 | Phone: 408-378-0371                     |
| <b>2. Citti's Florist</b><br>(locations in Sunnyvale, San Jose and Santa Clara) | Phone: 408-730-1848                     |
| <b>3. Tova Matatyaou</b>  | Phone: 408-738-3281                     |
| <b>4. Designs by Shuli</b><br>11703 Dorothy Anne Way, Cupertino                 | Phone: 408-725-8252<br>(Shlomit Gordon) |
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## Photographers

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|---|---|
| <b>1. Award-Winning Video Productions</b> | Phone: 888-663-0313<br>(Fran Gertler)   |
| <b>2. Scott Lasky Photography</b>         | Phone: 408/363-0654<br>web: <a href="http://www.laskyphoto.com">www.laskyphoto.com</a><br>email: <a href="mailto:scott@laskyphoto.com">scott@laskyphoto.com</a> |
| <b>3. Picture 2000</b>                    | Phone: 408-434-9000<br>Web: <a href="http://www.picture2000.com">www.picture2000.com</a><br>Kamran Zohoori  |
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## B'NEI MITZVAH COSTS AND FEES

This list outlines the various Congregation Beth David costs and fees involved with your simha:

- **Member in Good Standing:** To maintain your simha date, you must be a “Member in Good Standing” of Beth David. Please see that your dues and other financial obligations are up-to-date or that arrangements have been made if that’s not possible at this time. Call Yulia Shvarts, Beth David bookkeeper, directly at 408-366-9109.
- **B'nei Mitzvah Fee / Facility Usage Fee: Please pay this as soon as you see it appear on your statement. This fee needs to be completely paid in order for tutoring to begin.** The fee includes:

[1] 26 sessions for 30 minutes each session of tutoring and ritual preparation. Should your child require additional time, this will be discussed with you. Extra time is considered private tutoring and will be paid directly to your tutor.

[2] \$300 is applied towards the kiddush luncheon that generally follows the service (does not include food or extra staff); \$250 goes towards mashgiah time; \$50 goes toward custodial service.

**Seating accommodations for 200 or more persons will require an additional facility fee.**

**Also, if there is to be an additional evening party, or celebration on the following day, additional fees will be charged for that event as well.**

- **Food costs:** You are asked to provide two challahs and two bottles each of kosher wine and kosher grape juice for Saturday Kiddush. Other foods such as cookies, cakes, or full meals are up to you at your cost. (Beth David is not involved with catering fees unless you choose to use our services – Discuss with Barbara Biran.)
- **Extra kitchen/serving staff:** Kitchen/Serving staff is available for hire. We charge for a minimum of 4 hours each. If you are going to need extra kitchen or serving staff please contact Barbara Biran.
- **Tablecloths:** Each family is responsible for providing tablecloths for their simha as well as all papergoods.
- **Flowers- basket holders and small vases:** FREE! Beth David will supply basket holders for bima arrangements, and can provide small vases for table arrangements at no cost. The cost of flowers will vary according to your florist and what type of arrangements you request.
- **Additional Decorations:** If you wish to provide additions such as decorative guest towels or soaps, you may do so at your expense. Set up and removal of these items are your responsibility.
- **Invitations and kippot:** There are a variety of choices you can make, each with their own associated costs.
- **Programs:** The cost of paper, printing and folding is up to you.