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Part 1: Introduction

Mazel tov on reaching this exciting moment! We are overjoyed to welcome your child into Jewish adulthood as they become Bar or Bat Mitzvah. We hope that this is a time of joy and celebration, a time to reflect on how far your child has come in their Jewish learning, and an opportunity to think about what the next step in their Jewish journey will be. We are privileged to walk this journey with you.

This manual contains the policies, philosophy and specifics related to becoming a Bar/Bat Mitzvah at CAA. Our hope is that it will help all families have a smooth, rich and rewarding experience throughout the process.

Please pay special attention to the Checklist and Timeline (page 9) for Bar/Bat Mitzvah on pages 9-10, as well as the various forms that are provided.

A. The Congregational Community & Your Family

The name Agudas Achim, meaning band of brothers (and sisters), captures the spirit of community that is the hallmark of our congregation. The ceremony of a Bar/Bat Mitzvah is one of many celebrations, programs, rites of passage, and life cycle events that take place during the course of the year. Sharing simchas builds our sense of community.

Each Bar/Bat Mitzvah at Agudas Achim takes place during our regularly scheduled congregational services. The congregation welcomes our Bar/Bat Mitzvah as he or she takes their place in our congregational family. Together we share in the joy and pride of this significant achievement.
B. Family Commitment

Strategies for success:
- Regular attendance at CAARS, especially on Tuesdays when the curriculum is designed to provide the core skills related to leading and participating in service
- Attending Shabbat services at least monthly and ideally weekly
- Showing interest, support, and a positive attitude in students practicing
- Prioritizing, modifying or eliminating extra-curricular activities

*As a reminder, families must be members in good standing and the Bar/Bat Mitzvah must meet attendance requirements either at CAARS or AJA in order to retain their selected date.

Bar/Bat Mitzvah students, in accordance with the Conservative Movement, must either have been born to a Jewish mother or have had a recognized conversion. Please contact Rabbi Blumofe as soon as possible if there are any questions or issues regarding this requirement.

*Note: for students with separated or divorced parents:
In CAA’s desire to best support our B’nai Mitzvah students, we will communicate with both parents regardless of membership status. Please feel free to consult with our rabbis or the others listed on page 5 for assistance in planning. It can be useful to have copies of study materials at both parent’s homes (please ask Jane Weiss for an extra copy if relevant).
Part 2. Preparations

A. Fees

- Tutoring costs are paid directly by the family and are not part of the B’nai Mitzvah fee
- Please note that costs for the Kiddush luncheon are not included as part of the B’nai Mitzvah fee. Final payment for the Kiddush luncheon is due 10 days prior to the Simcha.
- Please note that all meetings, sessions, or conferences with Rabbi Blumofe or Rabbi Swedroe are included in synagogue membership
- A fee is assessed to all B’nai Mitzvah families immediately after the date selection meeting. It must be paid prior to your child’s Bar/Bat Mitzvah. The Bar/Bat Mitzvah fee covers some of the costs involved in preparing to become a Bar/Bat Mitzvah including:
  - Study materials
  - Books
  - Core skills classes
  - Administrative fees

B. Scholarship Funds

Various CAA scholarship funds are available to help families with the B’nai Mitzvah fee and tutoring expenses when necessary. Please contact Rabbi Swedroe for further information.

C. Mitzvah Project

Congregation Agudas Achim requires all students to participate in a Mitzvah Project during their Bar/Bat Mitzvah preparations. These projects are intended to provide an opportunity for each student to experience the importance of doing a mitzvah “ben adam l’chayyroh”, that is, a sacred obligation between one person and another.

Projects should involve:

- Directly working with people
- Can include collecting money and donating, but must also have direct service component
- Involvement with project for ≈ 6 months
- Recommended completion in 6th grade

If you would like to publicize your project, we are happy to include it in our weekly CAARS Newsletter.

D. Remember Us:
The Holocaust B’nai Mitzvah Project

This project gives B’nai Mitzvah students the opportunity, during their ceremony, to honor a child who lost their life during the Holocaust. There are several different options how this child can be remembered:

- Doing Mitzvot in the name of the child
- Mentioning the child during the D’var Torah
- Taking on the Mitzvah of saying Kaddish
- Lighting a yahrzeit candle yearly

For more information please visit the Remember Us website:
www.remember-us.org.
Part 2. Preparations

E. Checklist & Timeline for Bar/Bat Mitzvah

6th Grade:
- Continue or begin regular service attendance
- Begin discussion with child on selection of Mitzvah Project
- Complete Mitzvah Project Form and return to Stacey Glazer by date on form
- Contact Rabbi Swedroe and/or Stacey Glazer with questions regarding Mitzvah Project

9-12 months prior:
- Family meeting with Rabbi Swedroe to receive tutoring binder and discuss the Bar/Bat Mitzvah process
- Individual tutoring begins

6 months prior:
- Select sponsor and begin meeting
- Contact Rabbi Swedroe with the name of sponsor or if you need assistance in selecting

3-4 months prior:
- Begin weekly meetings with Rabbi Blumofe and Rabbi Swedroe
- If family still has questions regarding family participation, please be in touch with Rabbi Blumofe or Rabbi Swedroe to discuss
- Contact the Torah Reading Coordinator if you wish to assign Torah readers
- Contact Torah readers with their portions
- Request updated class list for your invitations
- Meet with Jennifer Rubin, Director of Catering and Events
- Pick out invitations

2 months prior:
- Begin choosing honorees for Aliyot and other honors. Contact Jane Weiss for assistance
- Begin getting Hebrew names for honorees
- Schedule sanctuary photo session with Jane Weiss
- Schedule final run through

1 month prior:
- Choose ushers
- Give honorees appropriate instructions
- Submit D’var Torah to the Rabbis to begin review process
- Practice delivery of D’var Torah and review of all parts of service
- Finalize Kiddush luncheon menu

2 weeks prior:
- Bulletin information and photo due to Cameron Nudleman
- Turn in Honors Sheet to Jane Weiss
- Turn in Program Worksheet to Jane Weiss (pg 27-28)
- Submit Letter for Program to Jane Weiss (electronically)
- Submit Bar/Bat Mitzvah thank you remarks for program to Jane Weiss (electronically)
- B’nei Mitzvah run through
- Final #s and payment for Kiddush luncheon due

Week Prior:
- Proofread final service program—Jane Weiss will contact you
- Submit D’Var Torah to Jane Weiss to be printed for Shabbat morning.

Day Before Simcha:
- Attend photo session, if scheduled
- Prior to 3 p.m. bring wrapped marshmallows or Sunkist gels, kippot, and any decorations (including
Part 2: Preparations

F. Educational Background

* Prior to date choosing: All students should have achieved a basic level of competence in decoding (reading) Hebrew. If further Hebrew instruction or tutoring is necessary, students should receive educational support prior to date choosing. This tutoring is at the family’s expense.

* 5th/6th grade: CAARS students learn Torah and Haftarah trope during the 6th grade as part of their regular curriculum. AJA students learn Torah trope during 5th grade.

G. Service Participation Goals

For each service, there is a standard participation level for Bar/Bat Mitzvah students at CAA.

These are the sections of the service that a Bar/Bat Mitzvah generally leads or chants, and therefore mastery of these sections of the service is the initial goal of Bar/Bat Mitzvah preparation:

<table>
<thead>
<tr>
<th>Service</th>
<th>Sections to Lead/Chant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shabbat Morning</td>
<td>• Leading the Torah service</td>
</tr>
<tr>
<td></td>
<td>• Chanting the Aliyah (Torah) blessings</td>
</tr>
<tr>
<td></td>
<td>• Chanting the Maftir Torah portion</td>
</tr>
<tr>
<td></td>
<td>• Chanting the Haftarah blessings</td>
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<tr>
<td></td>
<td>• Chanting the Haftarah</td>
</tr>
<tr>
<td></td>
<td>• Delivering a D’var Torah</td>
</tr>
<tr>
<td></td>
<td>• Leading Musaf with a hechi kedushah</td>
</tr>
</tbody>
</table>

* Please note, if your child is celebrating as part of a Double B’nai Mitzvah, please speak with Rabbi Swedroe to discuss how the service will be shared.

Shabbat Mincha:
- Leading the Torah service
- Chanting the Aliyah blessings
- Chanting a Torah portion
- Leading Havdalah
- Delivering a D’var Torah

Monday/Thursday/Rosh Chodesh:
- Leading the Torah service
- Chanting the Aliyah blessings
- Chanting a Torah portion
- Delivering a D’var Torah

H. Additional Leading Opportunities:

On Friday night:
- the Shema & V’ahavta
- V’shamru
- Aleinu
- Kiddush

Bar/Bat Mitzvah students may also discuss with our rabbis participation in additional sections of the service beyond standard participation. It may be determined, either in the initial meetings with the rabbis or subsequently, that the standard participation should be modified for a Bar/Bat Mitzvah student.

On Shabbat morning:
- chanting additional Torah readings
- leading the Shacharit service

On Shabbat afternoon (Mincha):
- leading the Mincha service or
- leading the Ma’ariv service
I. Individual Tutoring

Before tutoring begins, the family will meet with Rabbi Swedroe to discuss expectations and questions surrounding the B’nai Mitzvah process. At this time, the student will receive their binder with study materials. They will also discuss tutor and sponsor options if those have not already been selected by the family.

* Tutoring generally begins approximately 9 to 12 months prior to the Bar/Bat Mitzvah. The amount of individual tutoring required by Bar/Bat Mitzvah students differs.

* Rabbi Swedroe maintains a list of suggested tutors and can make suggestions to best meet your child’s needs.

* Tutoring sessions should last 45 to 60 minutes and take place once a week.

* Tutoring costs are paid directly by the family to the tutor.

* You can help to reduce the amount of tutoring needed by supervising your child’s practice at home and actively following along during Shabbat morning services.

* Should families choose a tutor who is not suggested by CAA, please contact Rabbi Swedroe before tutoring begins for approval. All of the service participation guidelines will still apply and CAA clergy will still determine each child’s participation in the service.

J. D’var Torah and the Sponsor

- Sponsor must be an adult member of CAA, other than a parent.
- Sponsor helps Bar/Bat Mitzvah student study and understand Torah portion and in preparing for their D’var Torah.
- D’var Torah is a 3-5 minute speech where student connects the Torah portion to today’s experiences.
- Begin meeting with sponsor 6 months prior to simcha.
- Share name of sponsor as soon as selected with Rabbi Swedroe.
- Sponsor Training Workshops are offered in the fall & spring.
- Our rabbis are available to support the sponsors and our students in this process.

K. Regular Meetings with the Rabbis

Your child will begin regular meetings with Rabbi Blumofe and Rabbi Swedroe about 3-4 months prior to the Bar/Bat Mitzvah. The meetings take place on Wednesday or Thursday afternoons; please schedule your child’s after school activities accordingly.

Every effort will be made to schedule the meetings consecutively. You will be contacted when it is time to schedule these appointments.

L. Final Run-Through

- A final run-through of the Bar/Bat Mitzvah service will be scheduled within the 10 days prior to the event.
- This session is scheduled Tuesday through Thursday between 9 am and 6 pm and for approximately 1 ½ hrs.
- It is very important that both parents attend this session.
Part 3: The Service and the Bar/Bat Mitzvah Family

Families are invited to participate in the Bar/Bat Mitzvah service in the following ways (OPTIONAL):

- Presenting a tallit to the Bar/Bat Mitzvah
- Participating in the Torah passing ritual
- Receiving a family blessing from our rabbis
- Assigning available Aliyot
- Assigning Torah readings
- Inviting friends or family to open and close the Ark, lift and tie the Torah
- Giving brief blessing to the Bar/Bat Mitzvah (parent or sponsor)
- Providing sweets to be tossed
- Reciting Prayer for our Country or Prayer for Peace
- Choosing ushers
- Providing kippot

All parts of the service not specifically identified as allocated to families are reserved for the general congregation. If you have a special circumstance and would like to honor a family member with leading an additional prayer, please discuss this possibility with Rabbi Blumofe.

Participation of Non-Jewish Family and Friends

Non-Jewish family and friends may be honored with the Reading of the Prayer for our Country or Prayer for Peace. Grandparents, regardless of faith background, may join the family on the Bimah for the passing of the Torah.

Families who have questions regarding non-Jewish family participation should contact Rabbi Blumofe. It is our goal for all family members to have a meaningful way to be part of your child’s Bar/Bat Mitzvah.

A. Tallit Presentation

At the beginning of the service, two family members (usually the parents) may present the Bar/Bat Mitzvah with his or her tallit. The tallit is held by the designated people as the Bar/Bat Mitzvah recites the blessing for wearing the tallit, and then the tallit is placed over his or her shoulders.

B. Service for Passing the Torah

When the Torah is taken out of the Ark to be read (and, also when it is returned to the Ark during a double Bar/Bat Mitzvah), there is a lovely opportunity for your family to engage in the custom of passing the Torah down through the generations to the Bar/Bat Mitzvah. This moment symbolizes one important facet of becoming a Bar or Bat Mitzvah, the passing of Judaism from generation to generation (MiDor L’Dor).

If any family members have any physical limitations that might impact their ability to participate in this ritual, please discuss this with Rabbi Blumofe or Rabbi Swedroe so that plans can be made for appropriate modifications or accommodations.
C. Honors

What is an Aliyah?

An Aliyah is the blessing recited before and after the Torah is read. CAA policy states that every individual participating in an Aliyah must be Jewish.

Interfaith families

We warmly welcome both parents onto the amud while the Bar/Bat Mitzvah has his/her Aliyah and Torah reading to share in this special moment. Per our policy, we will call the Jewish parent by name for the Aliyah, though both parents will come up, and stand with their child.

Assigning Aliyot for Shabbat Morning:

Consistent with the concept of community, two Aliyot are reserved each Shabbat for members of the general CAA community. Bar/Bat Mitzvah families generally choose honorees for the Aliyot as follows:

1) For a single Bar/Bat Mitzvah, you are invited to honor family or friends with five of the seven Shabbat morning Aliyot.
2) For a single Bar/Bat Mitzvah, one of the Aliyot reserved for the congregation must be a Yisrael Aliyah (Aliyah 3-7). In other words, the two Aliyot reserved for the congregation cannot be both the Kohan and Levi. The Maftir Aliyah is usually given to the Bar/Bat Mitzvah at a single Bar/Bat Mitzvah.
3) The parents of the Bar/Bat Mitzvah are customarily honored with the Aliyah preceding the Maftir.
4) You may honor up to four people at one of the Aliyot. Two people may be honored for each of the remaining Aliyot.

Double Bar/Bat Mitzvah:

- The two families share all of the Aliyot on Shabbat morning
- Each child has an individual Aliyah, which is recognized as their Bar/Bat Mitzvah Aliyah
- If both children are from the same family, the family will reserve two Aliyot for the congregation (same policy as for single B’nai Mitzvah)

Assigning Aliyot for Shabbat Mincha service:

- There are three Aliyot at a Shabbat Mincha service: a Kohen Aliyah, a Levi Aliyah, and a Sh’lishi Aliyah
- The Bar/Bat Mitzvah child always has the Shlishi Aliyah
- In cases where the parents are not Kohanim or Levites, the parents may share in the Levi Aliyah by accompanying a Levi.
- Parents may assign all of the Aliyot for this service. If you would like to see a current list of congregants who are Kohanim or Levi’im, please request this from Jane Weiss.
Other information:

- A person (man or woman) is a Kohen or a Levi if their father is a Kohen or a Levi. If you do not have a Kohen or Levi whom you wish to honor, you need not choose a person for this Aliyah.
- If a person honored with an Aliyah is also reading from the Torah, s/he should be given the Aliyah for his/her Torah portion.
- When assigning Aliyot, a parent generally should not immediately follow their child.

Assigning the honors of lifting and tying the Torah (Hagbah and G’illah)

- These honors follow the Torah readings
- Those receiving these honors must be Jewish
- Choose two people for these honors; one for Hagbah and one for G’illah
- These honors do not require any knowledge of Hebrew
- On special Shabbatot (e.g., Rosh Hodesh) more than one Torah may be read from
- If more than one Torah is read from, additional Hagbah & G’illah is reserved for the congregation

Receiving an Aliyah

- Please see Page 24 for specific directions for those being honored with an Aliyah
- Make copies of these instructions for all of your honorees so they are familiar with CAA’s customs.
- A recording of the blessings is available on the CAA website (www.theaustinsynagogue.org) to assist with preparation.
- The Blessings in Hebrew and in English transliteration are on the Amud
- All honorees should practice the blessings and associated rituals to insure a smooth flow of the service
- Contact the rabbis if any honoree would like to schedule a practice session for these blessings

How to do Hagbah and G’illah:

The person honored with Hagbah stands behind the podium to lift up the Torah, unrolls it slightly, and turns around so the congregants can see the actual writing on the parchment. This person should be capable of lifting a Torah above their head, which can weigh up to 40 pounds and be unevenly distributed. The person honored with G’illah then ties and dresses the Torah. The Gabbai (person helping with the Torah service) will assist in this process. If you wish to ask someone who is not familiar with this ritual, they are encouraged to request a practice session by contacting either Rabbi.

Ark Openings

- You may choose two people for the first Ark opening, and two people for the final Ark opening.
- You will not need to provide Hebrew names for these people, and no special skills are required, however, they must be Jewish.
D. Assigning Torah Readers

If you would like Torah portions to be read by skilled family members or friends, please contact the Torah Reading Coordinator, Sara Blatt, no later than 3 months prior to the service to find out which portions are available. Torah reading is an option for families; it is not mandatory.

Readers need not be members of the synagogue. However, they must be able to read their portions directly from the Torah with proper Hebrew pronunciation and with the use of the traditional Torah trope. Our Rabbis can make a recording of the portion to assist with learning the portion.

One to two weeks prior to the event, all readers who will be honored with a Torah reading should contact Sara Blatt, the Torah Reader coordinator, to request a run through of the portion. For out of town readers, a telephone session should be scheduled.

E. Honors Sheet

The Honors Sheet (which will be in the binder you will receive at your meeting with Rabbi Swedroe approximately 9 months before your date) provides spaces for you to include the names of all of your honorees to the synagogue and should be submitted to Jane Weiss no later than two weeks prior to the Bar/Bat Mitzvah, before the run-through in the sanctuary. The information is used for the service program and by those conducting the service on the day of the Bar/Bat Mitzvah.

On this form you must include the full Hebrew name (or Yiddish or Ladino) of the individuals to be honored with Aliyot and Hagbah and G’lilah. Please be aware that names are structured as follows:

“Hebrew first name” + ben or bat (son or daughter of) + “father’s Hebrew name” + v’ (and)”+ mother’s Hebrew name”

Example: Sara bat Yosef v’Rivka
or Aaron ben Moshe v’Leah

You may use either Hebrew or English letters to write the names.

Note: Start requesting this information from your honorees about 6 weeks beforehand.

You will also provide the English names of people participating in the Torah passing ceremony and the Ark openings on the Aliyah sheet.
Double Bar/Bat Mitzvah Family Participation
Please see Page 25 for further instructions on assigning honors.

F. Etiquette During Honors
- Anyone (male or female, regardless of age) who comes onto the Bima or Amud for any reason must wear a head covering.
- Small white lace head coverings and simple black kippot are provided by the congregation for all services in the sanctuary.
- Men who have an Aliyah must wear a tallit; women are invited to do so.
- Tallitot are provided at the rear of the sanctuary.

Tz’niut (modesty) is an important Jewish value. Tradition encourages modesty in our attitudes, in our behavior, and in our dress. We request that anyone having an honor, cover their shoulders and refrain from wearing clothing that is inappropriate or too revealing.

G. Parent or Sponsor Blessing
- Parents or the Sponsor are invited to bless their child. Remarks should not exceed two minutes total, whether one or both parents speak.
- These blessings are an opportunity to impart hopes, wishes and dreams to the Bar or Bat Mitzvah: looks forward towards the future, rather than on the past and previous accomplishments.
- Please refrain from offering a D’var Torah or trying to entertain the congregation.
- Additional remarks may be shared with guests you may be having.

H. Ushers
You are welcome to provide ushers to assist congregants and your guests, but this is not a requirement.

Your child’s friends may also serve as ushers when accompanied and supervised by an adult.

Ushers should:
- Be familiar with CAA’s space and customs
- Greet everyone and direct guests to the sanctuary
- Ensure that all men who enter the sanctuary are wearing a kippah
- Hand out the marshmallows/Sunkist candies to toss and explain this custom to guests unfamiliar with it
- Give everyone a service program
- Encourage quiet in the foyer
- Assist people until 10:10 a.m.
I. Tossing Sweets

Families are invited, but not required, to provide sweets for the congregation to toss at the Bar/Bat Mitzvah in celebration following his or her Aliyah. This custom originates from a Talmudic reference to showering a bridegroom with nuts and raisins, and has become traditional at B’nai Mitzvah.

CAA allows 2 options for tossing sweets:  
1. Wrapped Kosher marshmallows  
2. Sunkist Fruit Gems (gels). These are kosher and other brands are not allowed.

If using marshmallows, wrap large marshmallows in solid, cloth covering (not netting or cellophane). This is an absolute necessity to prevent damage to the facilities.

Remember:  
- Bring your sweets to the synagogue on Friday afternoon by 3:00 pm, stored in re-sealable plastic bags and place them in the kitchen office with a label indicating that they are for your child’s Bar/Bat Mitzvah.  
- Sweets should be limited in number (no more than 200) based on the number of your expected guests.

J. Kippot

- Families may purchase special kippot to be handed out by the ushers.  
- CAA always has plenty of plain black kippot available.  
- There are many websites that sell kippot, or you may contact the CAA Sisterhood.  
- Many families order enough kippot for half of the guests that you are anticipating.  
- Be sure to check with your vendor to see how far in advance these need to be ordered.
Part 4: Logistics, Programs and Event Planning

A. Invitations

- If your child's Bar/Bat Mitzvah is during a Shabbat Mincha service, **you must confirm** the correct time of the service with Jane Weiss prior to ordering the invitations.
- CAA's Sisterhood gift shop has a variety of invitations that may meet your needs.
- The rabbis are happy to review any Hebrew spelling or time of service questions.
- Please check with your vendor for when to order invitations.

B. Shabbat Observance at CAA Events

In keeping with Shabbat, and in accordance with the practices of the United Synagogue of Conservative Judaism, Congregation Agudas Achim observes the following policies. These policies apply from the time of candle lighting (18 minutes before sundown) on Friday evening to 25 minutes after sundown on Saturday evening.

**In observance of Shabbat, we refrain from the following:**

- Writing, cutting, and the handling of money
- Turning lights on and off
- Bringing in/taking out of the synagogue items for your celebration
- Photography from 3 pm Friday through twilight on Saturday
- **Cell phones inside or outside on synagogue grounds.** (Phones must be silenced in sanctuary. We request that in emergencies people take their phones to their car.)
- Smoking
- If a festival or holiday falls on Friday, the synagogue will be closed, and all items must be brought in by the previous day at 3:00 p.m.
C. Event Coordination

About 3 months in advance of your Bar/Bat Mitzvah, contact the CAA Director of Catering & Events, Jennifer Rubin to schedule a meeting to discuss:
- Arrangements for Kiddush Luncheon
- Caterer and menu
- Facility and kitchen usage fees
- The Building Usage/Reservation Agreement
- A deposit of 50% of estimated costs will be due at this time. See additional forms and information related to planning for the Kiddush Luncheon on pages 30-32
- Please request the most current menus and prices from Jennifer Rubin.

If you are having a Shabbat Mincha service with no party or event at CAA, we still ask that you meet with the Director of Catering & Events to arrange logistics for the service one month prior to your simcha.

D. Bulletin

It is customary to submit an invitation to the congregation in the CAA newsletter, including a paragraph about your child and a photograph. This must be submitted 2 weeks prior to the Bar/Bat Mitzvah date. The photograph and wording may be submitted electronically. Typical wording might be:

“The family of David Katz invites the congregation to share their joy when their son, David celebrates his Bar Mitzvah on December 12.”

Information about your child such as interests, activities, and his or her Mitzvah Project may also be included. Please send submissions to Cameron Nudleman at cameron.nudleman@caa-austin.org.

E. Printed Program

Congregation Agudas Achim prints a weekly Shabbat program that provides congregants and guests with information about the service and congregational events. Within the weekly program, families are invited to use one-half to one page to:
- Offer greetings
- Mention the child’s Mitzvah Project
- List thank you’s and/or
- Reflect on an important aspect of their child’s life.
- The Bar/Bat Mitzvah is also given a page for his or her thank you comments. This information should be emailed to Jane Weiss two weeks prior to the Bar/Bat Mitzvah.
- Every attempt to include the message in its entirety will be made, but the office staff reserves the right to edit if space issues require it.
- Families are also invited to list sponsorship of the Kiddush luncheon and bimah flowers. Please submit this information on the Program Worksheet (see page 31 or 32).

If a family chooses to create a program supplement, they are responsible for all costs and must submit it two weeks in advance to Jane Weiss for approval by the rabbis.
F. Photography

You may choose to schedule a session with your photographer in the sanctuary prior to the Bar/Bat Mitzvah. This session is often scheduled on the Friday immediately prior to the Bar/Bat Mitzvah so that out-of-town relatives may participate, or on the previous Friday. As taking photographs or videos is not permitted on Shabbat during the actual Bar/Bat Mitzvah, please remember that all photos on Friday must be completed by 3 p.m.

Please contact Jane Weiss who will assist you in scheduling.

Photographers must have approval from the rabbis to remove a Torah from the Ark, and may never unroll it. For photographs of Torah reading or other pictures with the Torah unrolled, the rabbis or an approved tutor must be present. Though videos are not permitted on Shabbat, some families film the final run-through in the sanctuary.

G. Kiddush Luncheon

At Congregation Agudas Achim, a Bar/Bat Mitzvah is an event shared by the entire congregation. Parents or other family members customarily host a Kiddush luncheon after the Shabbat Morning Service.

You will work with Jennifer Rubin, CAA’s Director of Catering & Events to arrive at a specific estimate of attendees for your event.

We do not differentiate between guests who received a personal invitation from the Bar/Bat Mitzvah families and other members of the congregation and private luncheons at CAA following a Bar/Bat Mitzvah are not permitted. Tables should not be reserved specifically for “invited guests”. However reserving tables for elderly and/or physically disabled guests and one table for the immediate family is appropriate.

In a similar manner, if the Bar/Bat Mitzvah is held on a morning other than Shabbat and the family hosts a breakfast at CAA, it is appropriate to invite all members of the minyan in attendance.

Traditional Kiddush Table

A traditional Kiddush table (herring, wine, juice, challah and schnapps) is considered a continuation of the Shabbat morning service and is where the congregation gathers immediately following the Shabbat morning service for Kiddush. The synagogue will provide this for B’nai Mitzvah families who are sponsoring the Kiddush Luncheon.

In the spirit of sharing simchas with the congregation, all members, as well as your guests, are invited to the Kiddush Luncheon. Generally, there are between 150 and 175 regular attendees on Shabbat morning who should be included in the count for the luncheon in addition to your invited guests.
H. Catering

Kiddush Luncheon
For the Kiddush Luncheon, you may choose to use CAA’s Chef or choose a caterer from the list of approved caterers. Please contact the Director of Catering & Events, Jennifer Rubin, for a list of CAA approved caterers as well as the current CAA Kiddush Luncheon menu and price list for luncheons catered by CAA. Contact the approved caterers for their information and prices. If you plan to use an outside caterer, you should begin making these arrangements at least six months prior to your event.

Friday night dinner
- Some families choose to host a Friday night dinner at CAA for their out-of-town family and guests.
- Please contact Jennifer about 3 months prior to your event to discuss space availability. The same catering options are available as for the Kiddush Luncheon.
- Please contact Jennifer Rubin for CAA’s current Shabbat Dinner menu options and price list.

I. Decorations

Decorations and centerpieces can usually be set up by the family and friends, or party planner on the Friday afternoon preceding the event and must be completed by 3:00 pm. Should there be a conflict with use of the Social Hall on Friday afternoon with another synagogue event, arrangements can be made with the Director of Catering and Events to have staff set up after the synagogue closes at 3:00 pm, provided everything has already been brought into the synagogue before Shabbat.

J. Bima Flowers
- The family generally provides flowers or plants for the bimah, whether the B’nai Mitzvah is scheduled for Shabbat morning or for Mincha/Maariv.
- Delivery and arrangements should be completed by 3:00 pm on Friday.
- There is a standard vase and stand available for your use, or you can provide your own.
- If you have no specific floral preferences, you may sponsor a standard arrangement for $180.
- Families may also choose to display a basket of food in lieu of flowers to symbolize a charity donation.
- Contact Jennifer Rubin for information.
K. Parties

In the spirit of fostering a sense of community and acceptance of all children:

- Please invite everyone in your child’s Bar/Bat Mitzvah class to the actual simcha.
- If you are having an additional function such as a Saturday night party, the entire B’nai Mitzvah class (CAARS and AJA students) is to be invited.
- Please encourage your child to support all of the other students in his or her class by attending the services and celebrations for each Bar/Bat Mitzvah.
- If the simcha is a double B’nai Mitzvah families should coordinate their events so that no one feels excluded. This can be accomplished by holding one party jointly or having separate parties at different times.

Note: Immediately before addressing invitations, request an updated list of your child’s B’nai Mitzvah.
Appendix A

Congregation Agudas Achim
Outline of Shabbat Service for “Double” Bar/Bat Mitzvah

1. Presentation of Tallit (prior to service commencing). Presented separately to each B’nai Mitzvah
2. Shacharit
3. Service for Taking out Torah (Hotsa’ah) (Eyn Kamokha). Led by “Bar/Bat Mitzvah A” (including passing Torah through generations on Bimah)
4. Introduction to Torah Reading (Rabbis)
5. Torah Reading (including Mi Sheberakh for sick usually after 5th aliya)
   - Including aliya for parents, family members, friend
7. Hatzi Kaddish (Rabbis)
8. Each B’nai Mitzvah called separately for “special B’nai Mitzvah” Aliyah (Rabbis)
9. Chanting of Maftir (usually one of the B’nai)
10. Bar/Bat Mitzvah Mi Sheberakh (blessing) for each student individually (Rabbis)
11. Hagbah and Glilah (Lifting and Tying the Torah)
12. D’var Torah - Bar/Bat Mitzvah “A”
13. Remarks from sponsor/parent of “Bar/Bat Mitzvah A” and blessing from Rabbis
14. Introduction to Haftarah (Rabbis)
15. Chanting of Haftarah with blessings before and about half of Haftarah chanted by one Bar/Bat Mitzvah and approximately half of Haftarah and blessings after chanted by other Bar/Bat Mitzvah
16. D’var Torah - “Bar/Bat Mitzvah B”
17. Remarks from sponsor/parent of “Bar/Bat Mitzvah B” and blessing from Rabbis
18. Prayers for country and Israel
19. Blessing for “…reaching this time” (Shehecheyanu) Rabbis and both families
20. Marshmallows/Sunkist Gels
21. Ashrei (B’nai Mitzvah & friends)
22. Service for Returning the Torah (Hachnasah) (Yehallelu) Led by “Bar/Bat Mitzvah B” (including passing Torah through generations to “Bar/Bat Mitzvah B” on Bimah)
23. Ending with “Hashiveinu” and closing Ark with family on Bimah
24. (All standing between the Bimah and the Amud)
25. Sermon/Dvar Torah (Rabbis)
26. Musaf “Bar/Bat Mitzvah B”
27. Closing Prayers (Ein Keloheinu, Aleinu, Kaddish) (B’nai Mitzvah & friends)
28. Announcements, Adon Olam
Appendix B

Being Called for an Aliyah

If you are honored with an Aliyah at CAA, the following procedure will be followed:

- You will be called up by your Hebrew name by the Gabbai (person helping with the Torah service), who will also say your name in English.

- Men must wear a tallit and a kippah. Women must wear a head covering, however tallit is encouraged. Note: tallitot can be found inside the sanctuary door. Kippot and head coverings are in the sanctuary foyer.

- You will be called to the Aliyah after the person before you has made his/her concluding blessing. When called, go up to the Amud and stand to the Torah reader’s right.

- At the podium, the reader will point out the place in the Torah where s/he will begin reading. You should take the end of your tallit and touch that place in the Torah with it, then kiss the tallit. A woman not wearing a tallit touches the place in the Torah with the sash used to tie the Torah, then kisses it.

- You should then grasp onto the wooden handles of the Torah with your left hand.

- You will find the blessings on the sheet called Torah Blessings written in the Hebrew and in English transliteration, on a laminated sheet next to the Torah. You will recite these blessings.

- If you are called to the Torah with one other person, both of you should follow the above procedure.

- If you are called with more than one person, only those called by their Hebrew names will kiss the Torah.

- You can listen to the Torah Blessings by logging on to the CAA website at www.theaustinsynagogue.org. Click on “Learn,” then “Online Learning” and scroll down to “Torah Service,” and click on “Blessing before the Torah reading & Blessing after the Torah reading.” You will hear Rabbi Blumofe give instructions and recite the blessing. Further down the page you will see the transliteration sheet that will be on the bimah.
Appendix C

Program Worksheet for Bar/Bat Mitzvah Service Program

Please complete and submit this form, along with the Honors Sheet, to Jane Weiss, Rabbi Blumofe’s Assistant. Contact Jane at Jane.Weiss@caa-austin.org or 512-735-8404 if you have questions regarding submitting these forms.

Items with * below are optional. If you know who is leading, please list, otherwise, leave blank.

Name of Bar/Bat Mitzvah: _________________________________________________

Who will be presenting the tallit?_________________________________

*Shacharit led by_____________________

Hotza’at ha Torah (service of taking out the Torah, usually led by Bar/Bat Mitzvah)
_______________________________________

Haftarah (usually read by Bar/Bat Mitzvah)____________________________________

D’var Torah (usually by Bar/Bat Mitzvah)______________________________

Name of Sponsor___________________________

Parent or Sponsor Remarks (choose one, list who will speak): ________________________

Ashrei led by (*Bar/Bat Mitzvah may choose CAARS/AJA/Camp friends to co-lead):
_________________________________________________________________________

Hachnassat haTorah (service for returning the Torah usually led by Bar/Bat Mitzvah)
_____________________________________

*Musaf (usually led by Bar/Bat Mitzvah): _________________________________

Ushers (list all names): _______________________________________________________
_________________________________________________________________________

Kiddush Luncheon—list sponsor(s), who lunch is in memory or honor of, any specific wording that you would used program:
____________________________________________________________________________
____________________________________________________________________________

Bima Flowers—list sponsor(s), who the flowers are in honor or memory of, any specific wording you would like used in program:
____________________________________________________________________________
____________________________________________________________________________

Approximate Number of Expected Guests: ________________

Color of Program (please circle): white, beige, grey, pink, purple, blue, yellow or green
Program Worksheet for Bar/Bat Mitzvah Service Program (Mincha/Ma’ariv)

Please complete and submit this form, along with the Honors Sheet, to Jane Weiss, Rabbi Blumofe’s Assistant. Contact Jane at Jane.Weiss@caa-austin.org or 735-8404 if you have questions regarding submitting these forms.

Items with * below are optional. If you know who is leading, please list, otherwise, leave blank.

Name of Bar/Bat Mitzvah: __________________________________________________

Who will be presenting the tallit?______________________________________________

*Mincha opening (usually led by Bar/Bat Mitzvah):

__________________________________________________________________________

Hotza’at ha Torah (service of taking out the Torah usually led by Bar/Bat Mitzvah):

__________________________________________________________________________

D’var Torah (usually led by Bar/Bat Mitzvah): __________________________________________

Name of Sponsor:_________________________________________

Parent or Sponsor Remarks (choose one, list who will speak)________________________

Hachnassat haTorah (service for returning the Torah usually led by Bar/Bat Mitzvah):

__________________________________________________________________________

* Mincha Conclusion led by: _________________________________________________

* Ma’ariv led by: ___________________________________________________________

* Havdalah (usually led by Bar/Bat Mitzvah):

__________________________________________________________________________

Ushers (list all names):______________________________________________________
__________________________________________________________________________

Bima Flowers—if you are sponsoring, please specify who the flowers are in honor or memory of, any specific wording you would like used in program:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Approximate Number of Expected Guests: ________________

Color of Program (please circle): white, beige, grey, pink, purple, blue, yellow or green
# CONGREGATION AGUDAS ACHIM FACILITY FEES

## Room Rental Fees

Rental rates are for 7 hours, inclusive of set up time
Rates include set up, teardown, cleaning, tables and chairs

<table>
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<tr>
<th>Category</th>
<th>Social Hall</th>
<th>Courtyard</th>
<th>History Center Conference Room</th>
<th>Chapel *approval required</th>
<th>Sanctuary *approval required</th>
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<tr>
<td>(non-Shabbat morning)</td>
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<tr>
<td><strong>Full Hall</strong></td>
<td>Mem: $300</td>
<td>Mem: $50</td>
<td>Mem: $50</td>
<td>Mem: $200</td>
<td>Mem: $300</td>
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<tr>
<td>*Rooms ABC &amp; Foyer</td>
<td>NonMem: $500</td>
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<td>NonMem: $300</td>
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<tr>
<td><strong>C Large Portion</strong></td>
<td>Mem: $150</td>
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<td>Mem: $200</td>
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<td><strong>B Medium Portion</strong></td>
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<td>NonMem: $500</td>
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<td>Mem: $50</td>
<td>Mem: $50</td>
<td>Mem: $200</td>
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<tr>
<td><strong>Private Event</strong></td>
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<td>Mem: $50</td>
<td>Mem: $50</td>
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<td>Mem: $300</td>
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<td>NonMem: $100</td>
<td>NonMem: $100</td>
<td>NonMem: $300</td>
<td>NonMem: $500</td>
</tr>
</tbody>
</table>

## Bar/Bat Mitzvah Evening Party

*Includes staff, set up/teardown of social hall, internal coordination, and coordination with outside planner/vendors*

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>Member</strong></td>
<td>Mem: $300</td>
</tr>
<tr>
<td><strong>Non-Member</strong></td>
<td>Mem: $300</td>
</tr>
</tbody>
</table>

*All prices are subject to change, please email jennifer.rubin@caa-austin.org for the current menus and fees.*
CAA Dinner
$28/Person
*Includes coffee, tea, iced tea and water

<table>
<thead>
<tr>
<th>Main Dish (choice of one)</th>
<th>Sides (choice of one)</th>
<th>Vegetable (choice of one)</th>
<th>Salad (choice of one)</th>
<th>Dessert (choice of one)</th>
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</thead>
<tbody>
<tr>
<td>BBQ Chicken</td>
<td>Potato Salad</td>
<td>Green Beans Almandine</td>
<td>Tossed Green Salad</td>
<td>Pareve Brownies</td>
</tr>
<tr>
<td>Roasted Chicken</td>
<td>Roasted Potatoes</td>
<td>Glazed Carrots</td>
<td>Spinach Salad</td>
<td>Fruit Cobbler</td>
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<tr>
<td>Mediterranean Chicken</td>
<td>Mashed Potatoes</td>
<td>Squash Medley</td>
<td>Coleslaw</td>
<td>(Peach, Apple,</td>
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<tr>
<td>Salmon (baked or poached)</td>
<td>Roasted Root Vegetables</td>
<td>Corn on the Cob</td>
<td>Mock Caesar Salad</td>
<td>Blueberry)</td>
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<tr>
<td>Meatloaf</td>
<td>Wild Rice</td>
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<td>Orange/Black Olive Salad</td>
<td>Fruit Tart</td>
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</table>

<table>
<thead>
<tr>
<th>Vegetable (choice of one)</th>
<th>Salad (choice of one)</th>
<th>Dessert (choice of one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green Beans Almandine</td>
<td>Tossed Green Salad</td>
<td>Pareve Brownies</td>
</tr>
<tr>
<td>Glazed Carrots</td>
<td>Spinach Salad</td>
<td>Fruit Cobbler</td>
</tr>
<tr>
<td>Squash Medley</td>
<td>Coleslaw</td>
<td>(Peach, Apple, Blueberry)</td>
</tr>
<tr>
<td>Corn on the Cob</td>
<td>Mock Caesar Salad</td>
<td>Fruit Tart</td>
</tr>
<tr>
<td></td>
<td>Orange/Black Olive Salad</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vegetable (choice of one)</th>
<th>Salad (choice of one)</th>
<th>Dessert (choice of one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green Beans Almandine</td>
<td>Tossed Green Salad</td>
<td>Pareve Brownies</td>
</tr>
<tr>
<td>Glazed Carrots</td>
<td>Spinach Salad</td>
<td>Fruit Cobbler</td>
</tr>
<tr>
<td>Squash Medley</td>
<td>Coleslaw</td>
<td>(Peach, Apple, Blueberry)</td>
</tr>
<tr>
<td>Corn on the Cob</td>
<td>Mock Caesar Salad</td>
<td>Fruit Tart</td>
</tr>
<tr>
<td></td>
<td>Orange/Black Olive Salad</td>
<td></td>
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</table>

**Additions**

<table>
<thead>
<tr>
<th>Additions</th>
<th>QTY</th>
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<tbody>
<tr>
<td>Salmon (4 oz)</td>
<td>$4.25 per person</td>
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<tr>
<td>Choice of extra starch</td>
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<tr>
<td>Choice of extra vegetable</td>
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</tr>
<tr>
<td>Choice of extra desert</td>
<td>$1.50 per person</td>
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<tr>
<td>Challah</td>
<td>$8.00 per table</td>
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<tr>
<td>Cloth Linen</td>
<td>$75 rental fee</td>
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<tr>
<td>Colored Plastic Linen</td>
<td>$2.00 per table</td>
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**Number of People**

<table>
<thead>
<tr>
<th>Number of People</th>
<th>Price</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Additions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room Rental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*All prices are subject to change, please email jennifer.rubin@caa-austin.org for the current menus and fees.*
# CAA Kiddush Luncheon

**Minimum Fee $2,100**

*(Additional $14 per person cost for guests)*

*Includes coffee, iced tea and water*

<table>
<thead>
<tr>
<th>Main Dish</th>
<th>Salad</th>
<th>Fruit</th>
<th>Dessert</th>
</tr>
</thead>
<tbody>
<tr>
<td>(choice of one)</td>
<td>(choice of one)</td>
<td>(choice of one)</td>
<td>(choice of two)</td>
</tr>
<tr>
<td>Noodle Kugel</td>
<td>Tossed Green Salad</td>
<td>Fruit salad</td>
<td>Cookies</td>
</tr>
<tr>
<td>Tuna Casserole</td>
<td>Caesar Salad</td>
<td>Fresh cut fruit tray</td>
<td>(chocolate chip,</td>
</tr>
<tr>
<td>Egg Strata</td>
<td>Spinach w/strawberries</td>
<td>Whole Fruit</td>
<td>sugar, oatmeal,</td>
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<tr>
<td>Frittatas</td>
<td>Pasta Salad</td>
<td></td>
<td>white chocolate</td>
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<tr>
<td>Quiche</td>
<td>Potato Salad</td>
<td></td>
<td>macadamia)</td>
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<tr>
<td>Spinach and</td>
<td>Greek Salad ($1/person)</td>
<td></td>
<td>Brownies</td>
</tr>
<tr>
<td>Mushroom</td>
<td>Quinoa Salad ($1/person)</td>
<td></td>
<td>Trifles (Chocolate</td>
</tr>
<tr>
<td>Lasagna</td>
<td></td>
<td></td>
<td>or Strawberry)</td>
</tr>
<tr>
<td>Blintzes w/ Topping</td>
<td></td>
<td></td>
<td>Sheet Cake</td>
</tr>
<tr>
<td>Bagels, cream</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>cheese and</td>
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<tr>
<td>Tuna Salad</td>
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<td>Bagels, cream</td>
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<td>cheese and Egg</td>
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<td>Salad</td>
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<tr>
<td>Hearty Vegetable Soup</td>
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### Additions

<table>
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<tr>
<th>Additions</th>
<th>QTY</th>
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<tbody>
<tr>
<td>Salad (except Greek)</td>
<td>$1.50 per person</td>
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<tr>
<td>Egg Salad</td>
<td>$1.25 per person</td>
</tr>
</tbody>
</table>
| Lox Tray (includes tomato, onion, & capers) | $3.50 per person ...
| Pizza Bagels                          | $1.25 per person |
| Large Bagel Upgrade                   | $0.50 per person |
| Baked/Poached Salmon                  | $4.25 per person |
| Bagels w/ cream cheese                | $1.25 per person |
| Lox Spread                            | $1.75 per person |
| Noodle Kugel                          | $1.50 per person |
| Hummus + Pita                         | $1.75 per person |
| Tuna Salad                            | $1.25 per person |
| Blintzes w/ topping                   | $2.25 per person |
| Egg Strata                            | $1.50 per person |
| Frittata                              | $1.50 per person |
| Quiche                                | $1.50 per person |
| Assorted Cheese tray w/crackers       | $3.00 per person |
| Lasagna                               | $1.50 per person |
| White Cloth Linen Cleaning Fee        | $125 total  |
| Colored Plastic Linen                 | $4.00 per table |

### Number of People

<table>
<thead>
<tr>
<th>Number of People</th>
<th>Price</th>
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### Linens

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### Grand Total

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</table>

*All prices are subject to change, please email jennifer.rubin@caa-austin.org for the current menus and fees.*
Notes