

Planning Your Event

By Izzy Brown

You may get the date for your child's *Bar/Bat Mitzvah* two or three years before the actual event, and you will need to book your venue two years in advance and decide if it's an evening or afternoon affair. The following should help the planning process:

TWO YEARS BEFORE

- Set a date with a temple/synagogue: _____
- Book your venue: _____
- Determine your budget: _____

ONE YEAR BEFORE

- Choose a party planner and meet to discuss options.
Name/info. of the party planner: _____
- Interview and give deposit to DJ/music, videographer and photographer.
Name/info. of the DJ/music: _____
Name/info. of the videographer: _____
Name/info. of the photographer: _____

ELEVEN MONTHS BEFORE

- Contact hotels and decide where you would like to reserve rooms. Make a block of reservations.
Name/info. of the Hotel: _____
- Bring the *Bar/Bat Mitzvah* child to meet with party planner to give input on theme/decorations.
Theme/decorations: _____

TEN MONTHS BEFORE

- Create a guest list with complete addresses.
Guest list: _____
- Send 'Save the Date' cards.

EIGHT MONTHS BEFORE

- Begin looking at invitations, and decide on the wording you want.

- If you plan to transport the kids to and from the party, contact bus companies to determine the options.
Transportation info.: _____

SEVEN MONTHS BEFORE

- Decide on calligraphy style for invitations and place the order. Also order Thank You notes.
Stationery shop info.: _____
Invitation info.: _____
Thank you note info.: _____
- Order kippot.
- Contact the party facility to plan menu.
Name/info. of the hall: _____
Menu info.: _____

SIX MONTHS BEFORE

- Arrange Shabbat dinner the night before *Bar/Bat Mitzvah*, and Sunday brunch afterward.
Place of Shabbat dinner: _____
Place of Sunday brunch: _____
- Start clothes shopping.

FIVE MONTHS BEFORE

- Have an invitation weighed at the post office, then choose and purchase postage.

FOUR MONTHS BEFORE

- Meet with your party planner to decide on imprinted favors and giveaways.
Favors & giveaways: _____
- Decide if you want to have reception bags in the hotel rooms for out of town guests.

TWO MONTHS BEFORE

- Mail invitations.
- Finalize welcome bag orders for hotel guests.
- Select your child's dress/suit/shoes for all events, and bring to tailor if necessary.
- Make sure the rest of family has outfits and shoes for all events, and bring to tailor if necessary.

FOUR WEEKS BEFORE

- Decide how you want to do hair and makeup and make necessary appointments.
- Order food for Shabbat dinner and brunch.
Name/info. of the catering place: _____

THREE WEEKS BEFORE

- Assign tables based on RSVP responses.
- Plan kiddush; if you are having an evening affair, you may want to serve a light lunch.
- Plan candlelighting songs and speeches.

TWO WEDNESDAYS BEFORE

- Call anyone who has not RSVP-ed.
- Finalize seating.
- Check fit of dress/suit/shoes on child.

MONDAY BEFORE

- Send list of table assignments to your party planner for seating cards.

THREE DAYS BEFORE

- Haircut.

DAY BEFORE

- Gift bags delivered to hotel by party planner.
- Confirm early appointment for hair and makeup tomorrow.
- Shabbat dinner.

THE BIG DAY!!

