

BAR / BAT MITZVAH PLANNING CHECKLIST

Countdown to your mitzvah celebration with this to-do list`



CONGREGATION
B'NAI TIKVAH

Once you get your date

- Decide how you want to celebrate
- Figure out budget
- Start talking to other families

1 year before

- Start a guest list
- Hire event planner, if needed
- Book venue
- Find out what kind of Friday service there will be
- Hire photographer
- Hire videographer, if needed

10 - 12 months before

- Research food menu ideas
- Hire a caterer, if needed
- Hire DJ's, musicians & entertainment
- Start collecting guest list information
- Send out "Save the Date"

7 – 9 months before

- B'nai Mitzvah practice begins
- Hire a tutor, if needed
- Research invitation designers
- Book decorations

4 – 6 months before

- Order kippot for guests, if needed
- Buy child's tallit, bag & kippah
- Plan the candle lighting ceremony
- Start researching attire
- Book hair & makeup professionals, if using
- Reserve hotel blocks for guests
- Finalize food menu
- Schedule portrait photo shoot, if wanted
- Order party favors
- Talk to temple about Kiddush and on-site events

2 – 3 months before

- Address and send invitations
- Order cake/dessert, if needed
- Buy attire
- Write speeches
- Assign parts of service to family and friends
- Book transportation, if needed
- Meet with DJ/musicians to plan music playlists
- Create seating chart
- Purchase your guest book
- Decide about flowers/plants on the bimah

1 month before

- Finalize guest list
- Share seating chart with venue
- Make sure speeches are ready
- Order challah, wine and juice for Kiddush
- Have your child rehearse in outfit/shoes
- Create personalized Bar/Bat Mitzvah program

1 week before

- Finalize transportation
- Finalize itinerary of day/night
- Confirm details with vendors

1 day before

- Drop off any food/decor to temple
- Drop off any décor to venue, if needed
- Meet with CBT staff to go over Kiddush
- Pack and place "day of" bag by front door