



Bar Mitzvah Checklist

Contacts

Role	Contact Details	Phone
Venue		
Caterer		
Party Planner		
Decorator		
Entertainment		
Photographer		
Videographer		
Hotel		

Progress Checklist

Task	Schedule	Deadline	Done
Secure a videographer	Now		
Secure a photographer	Now		
Begin design elements	One year before		
Contact hotels and decide where you would like to block rooms	Eleven months before		
Create a list of out-of-towners that you will invite			
Request a block of rooms from hotel or hotels of choice			



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Task	Schedule	Deadline	Done
Create a guest list with complete addresses	Eight months before		
Begin looking at invitations	Eight months		
Decide on wording for invitations			
Decide if you would like to make arrangements to transport the kids to and from the party	Seven months		
Order invitations	Six months		
Decide on calligraphy style for envelopes			
Order informals			
Order kipots			
Begin to plan menu			
Design concept confirmed	Five months		
Take invitations to calligrapher	Three months		
Decide on imprinted accessories/giveaways			
Work on second mailing			
Discuss valet			
Decide if you want to have reception bags in the hotel rooms for out of town guests			
Mail out of town invitations	Two months		
Mail in town invitations			



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Task	Schedule	Deadline	Done
Mail second mailing to out-of-towners	Six weeks		
Finalize welcome bag order	Four weeks		
Work with caterer on a floor plan	Three weeks		
Liaise with entertainer on agenda for the evening			
Entrance music for family	Two Tuesdays before		
Opening song			
Candle Ceremony			
Any additions to DJ. Check DJ has suitable staging arranged	Two Wednesdays before		
Assign tables			
Personalize welcome bags if desired			
Finalize seating as best you can	Weekend before		
Table assignments for seating cards	Monday before		
Gift bags delivered to hotels	Day before		
The Big Day!			