

Bar/Bat Mitzvah Timetable

Start Planning Early!

Event Date: _____

2 Years Before the Event

- Obtain date from Temple/Synagogue.
- Set your budget.
- Decide on the type of event you want (day, evening, formal etc.).
- Estimate number of guests and book reception hall or caterer.
- Book the photographer/videographer.

1 1/2 Years Before the Event

- Book the DJ/band.
- Decide on your party theme and color scheme.

6-12 Months Before the Event

- Your child will start formal lessons/training
- Talk to florists about prices and floral designs.
- Decide on centerpieces/balloon designs.
- Start looking at invitation designs and prices.

6-8 Months Before the Event

- Book a hotel block for out-of-town guests.
- Start clothes shopping.
- Send out "Save the Date" reminders

3-6 Months Before the Event

- Order or design your sign-in board and guest book.
- Order favors.
- Order yarmulkes.
- Order your invitations.

3 Months Before the Event

- Finalize guest list.
- Make a hotel packet for out-of-towners.
- Try to make your final selections on clothing and accessories.
- Buy stamps.

- Have completely assembled invitations weighed to ensure correct postage.
- Find a calligrapher.

6-8 Weeks Before the Event

- Mail the invitations.
- Make up a song list for the DJ/band.
- Make appointments with florists/balloonist and place your order.

1 Month before the Event

- Make hair stylist and manicure appointments.
- Have final fittings done for clothing.
- Arrange catering for brunch.

2-3 Weeks before the Event

- Choose people for Aliyot and honors.
- Choose the people to be honored for the candle lighting ceremony and write poems.
- Meet with the DJ/band and make sure they know the candle lighting songs.
- Do guest seating arrangements and send to the reception hall.
- Order the food for Kiddush or Oneg Shabbat.
- Make sure the arrangements are complete with centerpieces, balloons, sign-in board, etc.
- Write prayers or speeches.
- Send final instructions to photographer/videographer.
- Pay all Synagogue fees.

1 Week before the Event

- Take formal pictures and pictures on Bimah.
- Meet with the caterer to finalize guest count.
- Make arrangements to get your guests from the airport to the hotel.
- Confirm your brunch arrangements.