

Planning Your Bar/Bat Mitzvah Schedule

Being organized is the key to planning a successful and stress-free Bar or Bat Mitzvah. Below you will find a timetable to assist you in what can be an overwhelming undertaking. As you complete each task, check it off and add in other items that you think will be necessary.

2 Years prior to the Bar/Bat Mitzvah

Schedule the date for the Bar or Bat Mitzvah with the Synagogue.

- Decide on the type of celebration you want (day, evening, semi-formal, etc.)
 - Set your budget. (Read our tips on Bar Mitzvah budgeting: <http://bit.ly/jklAto>)
 - Estimate the number of guests you'll be inviting.
 - Reserve the reception hall, caterer, photographer and videographer.
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1 Year prior to the Bar/Bat Mitzvah

- Book the entertainment which includes the band, DJ, or magician.
 - Reserve the photo booth.
 - With your child's input, decide on the party's theme and/or color scheme.
 - Mail Save-the-Date cards or magnets.
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6 to 12 months prior to the Bar/Bat Mitzvah

- Arrange block of hotel rooms for out of town guests.
 - Begin shopping for your invitations from <http://barmitzvah.invitations4less.com>
 - Consult a florist about arrangements for the synagogue, the Kiddush table, and for centerpieces.
 - Start looking for decorations.
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3 to 6 months prior to the Bar/Bat Mitzvah

- Finalize your guest list.
 - Order your invitations from Invitations4Less.com and make arrangements to have your envelopes professionally addressed by our in-house calligrapher.
 - Start shopping for clothing for the entire family. Boys will need a suit or may also rent a tuxedo. Girls should select an appropriate dress for the synagogue and an additional formal dress for the reception.
 - Order personalized yarmulkes.
 - Order favors for children and adult guests.
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3 months prior to the Bar/Bat Mitzvah

- Make your final selections for clothing, shoes, and accessories.
 - Take one complete invitation ensemble to post office to have it weighed.
 - Purchase the postage stamps needed for your invitations and reply envelopes.
 - Make a hotel packet for out-of-town guests.
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6 to 8 weeks prior to the Bar/Bat Mitzvah

- Mail the invitations.
 - Finalize arrangements with the florist.
 - Compile list of songs for the DJ or band.
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1 month prior to the Bar/Bat Mitzvah

- Arrange catering for the brunch on the day of the Mitzvah.
 - Have fittings and alterations done on clothing as needed.
 - Set appointments for hairstylist and manicurist.
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2 to 3 weeks prior to the Bar/Bat Mitzvah

- Choose participants for the honors during the synagogue service.
 - Prepare seating arrangements and send to the reception venue.
 - Confirm guest count total with caterer.
 - Do one final check for the decorations and florist.
 - Write prayers, speeches, and toast to be given after the Kuddush.
 - Pay synagogue for their services.
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1 week prior to the Bar/Bat Mitzvah

- Have formal photos taken.
 - Make transportation arrangements for out-of-town guests.
 - Confirm brunch arrangements.
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Other
