

NCP ENTERTAINMENT

Bar / Bat Mitzvah Planning Timetable

2-3 Years before the event

- Obtain date from Temple / Synagogue
- Decide on style of event - one that suits your lifestyle and budget
- Decide on the type of event you want (day, evening, formal etc.)
- Decide on your entertainment type (DJ, Band) and book if ready
- Contact potential catering services
- Decide if you want to use a party planner (one to coordinate all service providers for you)

1-2 Years before the event

- Estimate number of guests & book reception facility / or caterer
- Have your entertainment booked
- Book the photographer / videographer
- Decide on a party decorator / florist
- Decide on your party theme and color scheme
- Help your child decide on a community service or bar/bat mitzvah project idea

1 year before the event

- Your child will start learning his/her torah portion
- Talk to florists about prices and floral designs
- Start checking out at invitations designs and prices
- Decide on a party favor for the children (usually theme and color related)

6-8 months before the event

- Develop a guest list with current addresses
- Arrange out-of-town guests accommodations & book a hotel block for your them

6 months before the event

- Decide on centerpieces / balloons designs, decorations and "sign in board" design
- Place your order with the florist / balloonist
- Select and order invitations. Also order thank you notes, direction cards (if needed), napkins & guest towels
- Look for interesting stamps which add a nice touch to the envelope and reply card
- Start clothes shopping
- Stay in close contact with your child's Bar/Bat Mitzvah tutor to keep abreast of your child's progress
- Decide if you will be offering other events throughout the weekend

3 months before the event

- Finalize guest list
- Decide and finalize menu
- Order your sign-in-board and guest book
- Order party favors
- Order personalized yarmulkes
- Make appointments for hair stylists, barbers, manicurists as needed (consider your out-of-town guests)
- Decide on entertainment package
- Make a hotel packet for out-of towners

- ___ Try to make your final selections on clothing and accessories
- ___ Purchase stamps
- ___ Have completely assembled invitations weighed to ensure correct postage
- ___ Hire a calligrapher

6-8 weeks before the event

- ___ Mail the invitations (number the back of your response cards to correspond to your guest list & ensure accuracy)
- ___ Choose the people to be honored for candle lighting ceremony
- ___ Create a candle-lighting ceremony. Allow your child to write something they would feel comfortable reciting
- ___ Make sure your entertainers and caterers coordinate and develop a time line for the event
- ___ Make up a song list for the DJ / Band
- ___ Encourage your child to practice his or her service out loud

1 month before the event

- ___ Set a date (10 days-2 weeks before your event) to confirm all details w/ your entertainment
- ___ Have final fittings done for clothing
- ___ Develop a seating plan
- ___ Coordinate a rehearsal time with your temple. Many temples allow you to video this event in lieu of the actual
- ___ Arrange catering for brunch
- ___ Arrange hospitality baskets for your out-of-town guests. Include a schedule of events & detailed directions
- ___ Coordinate out-of-town guest transportation to and from the airports and events

2-3 weeks before the event

- ___ Choose people for Alliyot and honors (readings, ha motzi, toasts, etc.)
- ___ Decide on music for special dances (bar/bat & parent, host & hostess, etc)
- ___ Do guest seating arrangements and send to reception facility
- ___ Order the food for Kiddish 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

10 days-2 weeks before the event

- ___ Confirm all party details with your entertainment

1 week before the event

- ___ Take formal pictures and pictures on Bimah
- ___ Meet with the caterer to finalize guest count
- ___ Adjust seating arrangements
- ___ Make arrangements to get your guests from the airport to the hotel
- ___ Confirm your brunch arrangements
- ___ Have an "emergency kit" made up to keep handy - sewing kit, extra makeup, hairbrushes, stockings, etc.