

NCP ENTERTAINMENT

Get Organized!

Organization is the key to a memorable b'nai mitzvah and regardless of the size of your celebration you'll begin to acquire a wealth of information when planning for the big day.

Here are 13 helpful tips to keep you organized:

- 1) **Build yourself a Bar/Bat Mitzvah organizer** using a large (two inch or larger) three-ring binder and use it as follows:
- 2) **Reference Articles** - Insert any reference articles in the front pocket for easy reference
- 3) **Section dividers** - Insert section dividers for major areas such as reception, invitations, hotels, transportation, guest list, decorations, photography and videography, entertainment, party planning & novelty entertainment. Keep all your worksheets, brochures, contracts, records, quotations, bills and receipts together for easy reference.
- 4) **Create a budget form** - Use a master budget form to track over all expenses.
- 5) **Include receipts envelopes** - Install punched envelopes to hold receipts your various receipts
- 6) **Acquire a room layout** - Ask the facility for a floor or table layout, keep handy for reference.
- 7) **Synagogue section** - Make a section for the synagogue that has your list of honors and alliyot, communication from the synagogue, copies of the prayers to recite, gifts or donations to the synagogue, etc.
- 8) **Party events section** - Design a work section for candle lighting music, poems , notes for speeches, music for special dances,
- 9) **Music section** - Create a section for favorite music for dinner and dancing from certain types of music, particular artists or specific songs.
- 10) **Invitations** - Collect invitations you receive to help with wording.
- 11) **Ideas section** - Leave a section for ideas for a sign-in book or board, sketches or examples of decorations, thoughts and other personal notes.
- 12) **Out-of-towners section** - Plan a section for your out-of-town guests for hotel arrangements, transportation, "save the date postcards", maps to and from all events, an agenda of all the weekend's activities and schedule of appointments. (For more information see -Out-Of-Towners Guide- under reference)
- 13) **Section checklists** - Prepare a checklist on the front of each section, list everything you want or need. Check them off when they have been finalized.
These pages make a great memento or scrapbook of the occasion!