TWIN CITY Mitzvahs

PLANNING TIMELINE

2-3 Years

❏ Set the Bar/Bat Mitzvah Date
❏ Think about the type of celebration and theme you would like the Bar/Bat Mitzvah to have
❏ Begin to research venues and/or reserve the synagogue banquet hall for the Friday night dinner, kiddush luncheon and party

18 Months

❏ Meet with the Rabbi or Cantor to understand the Bar/Bat Mitzvah process and answer any questions you may have
❏ Determine a budget for event
❏ Begin to work on a guest list. Separate the list into 'Must-Haves' and 'Nice-to-Haves'
❏ Determine what other events your family will host (Shabbat Dinner, Shabbat Kiddush, Sunday Brunch)
❏ Begin thinking about potential Mitzvah Projects

1 Year

❏ Discuss the Bat/Bar Mitzvah requirements with the Rabbi, including the timeline for completing the Mitzvah Project
❏ Reserve a venue, caterer, photographer & entertainment
❏ Reserve a block of rooms at a hotel for out of town guests central to the service and party
❏ Consult with a decorator or brainstorm décor ideas

10 Months

❏ Send/Email out a Save-the-Date (helpful for out of town guests to think ahead for dates and times)
❏ Select a Mitzvah Project
❏ Begin sorting photos for video montage
❏ Begin thinking about what type of invitation you would like

PLANNING TIMELINE

6 - 8 Months

- ❏ Begin Mitzvah Project
- ❏ Finalize the guest list and enter the addresses into a spreadsheet (verify all addresses are current)
- ❏ Decide what enclosures need to be included with each guest invitation (maps, party card, response cards)
- ❏ Order invitations and thank you cards
- ❏ Order any items that require customization, including kippot, party favors, sign-in boards
- ❏ Purchase Tallit and Tefillin, if necessary

4 Months

- ❏ Go to the post office to have the complete invitation weighed and purchase the appropriate stamps (make sure to place a stamp on the return envelope or postcard)
- ❏ Plan the menu for the reception
- ❏ Arrange for the rental of party supplies not supplied (chairs, dishes, etc.)

3 Months

- ❏ Have envelopes addressed
- ❏ Finalize photos for the video montage and complete the video
- ❏ Shop for clothes and shoes (don't do any tailoring yet)

2 Months

- ❏ Mail invitations. It's Official (8 weeks is standard)
- ❏ Select aliyot/honors and make sure to collect your honorees full Hebrew names
- ❏ Work on parents' speech or blessing
- ❏ Finalize centerpieces (including flowers for the synagogue service), décor and favors
- ❏ Finalize the entertainment for the party
- ❏ Make a draft of the seating chart
- ❏ Work on the ceremony programs
- ❏ Begin ordering supplies and compiling local information for welcome bags/baskets for out of town guests
- ❏ Compose candle lighting introductions or poems
- ❏ Arrange for transportation of family and/or guests, if necessary

PLANNING TIMELINE

1 Month

- ❏ Meet with the DJ and entertainers to pick songs and games
- ❏ Arrange for a rehearsal in the synagogue sanctuary
- ❏ Confirm party timeline and schedule with all vendors, including photographer, videographer, music/entertainment and caterer
- ❏ Purchase any items not provided by the caterer (liquor, challah, cake, gift cards for giveaways, etc.)
- ❏ Finalize aliyot list and provide a copy to the synagogue
- ❏ Make sure to schedule all hair/nail/makeup appointments

3 Weeks

- ❏ Visit the tailor
- ❏ Assemble toiletry baskets for the bathrooms
- ❏ Finalize ceremony programs, print and assemble
- ❏ Create Mitzvah Day itinerary
- ❏ Compile list of must have shots for the photographer

2 Weeks

- ❏ Confirm final headcounts
- ❏ Finalize seating chart and write place cards (wait to fill in the table numbers until closer to the event if possible)

1 Week

- ❏ Drop off welcome baskets/bags at hotel
- ❏ Have a rehearsal at the synagogue
- ❏ Schedule family photos the day ahead and assign times for family to arrive
- ❏ Contact all event vendors with last minute details or questions
- ❏ Confirm all details are in place (food, decorations) for other events being hosted (Shabbat Dinner, Kiddush, etc.)
- ❏ Prepare payments and tips

PLANNING TIMELINE

Day of Event

- ❏ Relax and enjoy the day!

Post Event

- ❏ Write and mail thank you cards
- ❏ BREATHE and RELAX!
- ❏ Send Twin City Mitzvahs photos from your event