

Simcha Countdown

One year ahead

Find out your child's Torah and Haftarah portion
Make arrangements for religious instruction
Contract with an Event Planner
Select and secure your venue and/or caterer
Contract with a DJ and/or band
Contract with a photographer and videographer

Nine months ahead

Begin religious instruction
Select tallit and tefillin for your son/daughter
Choose a theme for the reception
Contract with a decorator(s) for room decor and centerpieces for ceremony and reception
Contract additional interactive entertainment, luncheon music, etc.
Make a preliminary guest list
Send "Save the Date" letters to out-of-towners

Six months ahead

Select and order invitations
Complete your guest list
Choose and order party favors and giveaways

Four months ahead

Order kipot and/or song and prayer books
Order specialty items such as imprinted napkins, etc.
Arrange accommodations and transportation for out-of-town guests

Three months ahead

Finalize guest list
Have envelopes for invitations addressed
Check with Post Office for proper postage for invitations
Buy stamps
Check availability of chairs, tables, linens, silverware, dishes
Rent whatever is not provided by venue and/or synagogue
Make appointment for food tasting

Two months ahead

Mail invitations
Complete plans for menus
Engage additional help if needed (extra security guard, valet, etc.)

For more helpful Bar/Bat Mitzvah planning resources and links to qualified event vendors, please visit: www.BesaSanDiego.com

Prepare list of those being honored during Bar Mitzvah Service
Inform those being honored

Six weeks ahead

Make up packet of local information for out-of-town guests

Three weeks ahead

Finalize seating arrangements

Make arrangements with venue for set up and for event
professionals' arrival and set up

Prepare candle lighting list and give to the DJ/MC to prepare music

One week ahead

Complete honors list and give copy to synagogue

Confirm with all your event professionals

Confirm number of guests and special dietary needs with caterer

Prepare out-of-towner's welcome baskets

Prepare place cards and table cards

Confirm with hotel/motel or host families

Prepare timeline for all event activities

Make sure all special order items have arrived and are ready to go

Prepare information sheet for non-Jewish guests

Day of

Assure all tables are arranged and set up as requested

Assure all décor is delivered and set up as requested

Arrange table cards to identify each table

Bring all special order items to ceremony and reception

Set out kipot and prayer books

Arrange place cards alphabetically

Arrange favors at each table setting

Give timeline of event to each event professional

Confirm all special needs diet requests have been filled

Enjoy your Simcha!