

Bar/Bat Mitzvah Planning Checklist

12+ Months Before

- ☐ Set date with synagogue
- ☐ Book venue(s)
- ☐ Create guest list
- ☐

9-12 Months Before

- ☐ Hire vendors (caterer, photographer, etc.)
- ☐ Arrange tutoring and lessons
- ☐ Plan Mitzvah project
- ☐

6-9 Months Before

- ☐ Select theme or color scheme
- ☐ Order invitations
- ☐ Book entertainment/DJ
- ☐

3-6 Months Before

- ☐ Finalize guest list
- ☐ Send invitations
- ☐ Plan décor and centerpieces
- ☐

1-3 Months Before

- ☐ RSVP follow-up
- ☐ Order party favors and kippot
- ☐ Finalize event details with vendors
- ☐

Final Weeks

- ☐ Make seating chart
- ☐ Confirm with all vendors
- ☐ Prepare speeches/toasts
- ☐

