

# Bar/Bat Mitzvah Banquet Event Order

## Event Details

Event Date

Start Time

End Time

Venue Name

Address

## Client Info

Contact Name

Phone

Email

## Bar/Bat Mitzvah Info

Name

Type

Age

## Guest Details

Expected Guests

Dietary Notes

## Event Timeline

| Time | Activity | Notes |
|------|----------|-------|
|      |          |       |
|      |          |       |
|      |          |       |

## Menu

| Course | Description |
|--------|-------------|
|        |             |
|        |             |
|        |             |

---

**Vendors**

Caterer

---

DJ/Band

---

Photographer

---

Other

---

**Set-Up & Notes**

---