

Mitzvah Planning CHECKLIST

Checklist courtesy of Temple Beth El of Hollywood

2-3 years before

- Secure the date with your synagogue
- Start thinking about what type of celebration you would like to have

12-18 months before

- Decide on a budget that is suitable for your family
- Ask for advice from others who have planned before
- Join Mitzvah Facebook groups in your area.
- Book your venue, Caterer, DJ, Photographer, Party Planner, Videographer and any other entertainment you are having. Contact Jaimie@TBEHollywood.com to book the Tobin Ballroom.
- Choose your theme or color scheme.

12 months before

- Tutoring will begin for your child to learn their Torah portion. Check with your Temple Beth El for tutoring days/times and timeline for meetings with Rabbi & Cantor. Skype appointments are available. Plan your child's upcoming schedule accordingly.

9-12 months before

- Send Save the Date cards if you will have out of town guests or if the event is on a holiday weekend.
- Book your room block at a nearby hotel and include info on your Save the Date.
- Discuss with your child the meaning of their Torah portion.
- Help your child choose their mitzvah project and schedule time to achieve their project goals.

6 months before

- Finalize your guest list with current addresses.
- Set up an Excel spreadsheet to keep track of RSVP's and gifts from guests.
- Order invitation sets (invite, RSVP, Reception card, accommodation card, and thank you notes)
- Order your personalized kippahs.
- Start working on your event decor (room layout, centerpieces, lighting, color scheme, decor placement, etc.
- Plan Friday evening Shabbat dinner and/or Sunday brunch, if applicable

3 months before

- Finalize your menu and party room decor
- Organize photos for your montage
- Shop for family member's clothing. Keep in mind, teenagers grow quickly!

2 months before

- Weigh and mail invitations. RSVP date should be 3-4 weeks before event.
- Send article and photo to TBE Marketing Coordinator for publication in local newspapers

2 weeks-1 month before

- Develop an event timeline and provide to your venue, DJ, Videographer, Photographer, etc.
- Choose music and people to honor for the candle lighting ceremony. Help your child write their introductions.
- Create a seating plan.
- Coordinate rehearsal time with synagogue
- Write toasts and speeches
- Have final clothing fittings

1 week before

- Provide caterer with final count.
- Get checks ready to pay vendors on day of the event
- Drop off seating cards and decorations at the venue.



TEMPLE BETH EL
OF HOLLYWOOD