

## Styling

- Brainstorm with your child & decide if you want a theme
- Create a moodboard & think of ideas to personalise the theme
- Research trends to make sure your party feels up-to-date and contemporary
- Visit the venue with your planner for ideas on how to dress the venue to suit the theme

## Entertain Me

- Book early - popular entertainers can be booked 18 months prior to the party
- Think about your theme and choose entertainment that will bring it to life
- Liaise with your venue and check any restrictions e.g. live bands

## Details

- Book your photographer/videographer
- Design & send out save-the-date & invitations
- Write the speech & gather family photos
- Book a hotel for out-of-towners
- Begin shopping for outfits & book hairdresser
- Order party favours & swag

# BAR OR BAT MITZVAH PARTY PLANNING CHECKLIST

## Budget

- Set a realistic budget up front and stick to it
- Create a spreadsheet & remember to update it
- Break down key spending areas such as the venue & catering & estimate any unknowns
- Keep a note of payment deadlines

## Venue

- Know your guests numbers so you can choose a venue with the right capacity
- Book a convenient location & check transport links
- Choose a venue that will suit the style of your party and can be themed if needed
- Negotiate the price & check for hidden extras

## Catering

- Find out if your venue has a list of approved suppliers or if you are free to choose your own
- Arrange for tastings and make notes to help you choose your menu
- Research specialists in inventive catering who can add to the fun e.g. glow in the dark candy floss or graffiti donut walls.