

YOUR BUDGET PLANNER

Keep this handy reference chart with you. Fill in the blanks to see what each area of your simchah costs.

CATEGORY	NAME	PHONE	BUDGET	ACTUAL	DEPOSIT
Venue rental No. 1	_____	____-____-____	\$_____	\$_____	\$_____
Venue rental No. 2	_____	____-____-____	\$_____	\$_____	\$_____
Caterer (meal No. 1)	_____	____-____-____	\$_____	\$_____	\$_____
Adult meals	_____	____-____-____	\$_____	\$_____	\$_____
Children's meals	_____	____-____-____	\$_____	\$_____	\$_____
Bar	_____	____-____-____	\$_____	\$_____	\$_____
Caterer (meal No. 2)	_____	____-____-____	\$_____	\$_____	\$_____
Adult meals	_____	____-____-____	\$_____	\$_____	\$_____
Children's meals	_____	____-____-____	\$_____	\$_____	\$_____
Bar	_____	____-____-____	\$_____	\$_____	\$_____
Caterer (meal No. 3)	_____	____-____-____	\$_____	\$_____	\$_____
Adult meals	_____	____-____-____	\$_____	\$_____	\$_____
Children's meals	_____	____-____-____	\$_____	\$_____	\$_____
Bar	_____	____-____-____	\$_____	\$_____	\$_____
DJ/Band/Entertainment	_____	____-____-____	\$_____	\$_____	\$_____
Centerpieces	_____	____-____-____	\$_____	\$_____	\$_____
Florist	_____	____-____-____	\$_____	\$_____	\$_____
Photographer	_____	____-____-____	\$_____	\$_____	\$_____
Videographer	_____	____-____-____	\$_____	\$_____	\$_____
Invitations/Postage	_____	____-____-____	\$_____	\$_____	\$_____
Printed Programs	_____	____-____-____	\$_____	\$_____	\$_____
Yarmulkes	_____	____-____-____	\$_____	\$_____	\$_____
Bar/Bat lessons	_____	____-____-____	\$_____	\$_____	\$_____
Clothes	_____	____-____-____	\$_____	\$_____	\$_____
Tallit/Tefillin	_____	____-____-____	\$_____	\$_____	\$_____
Hotel valet/Parking	_____	____-____-____	\$_____	\$_____	\$_____
Gift bags	_____	____-____-____	\$_____	\$_____	\$_____
Sign-in board	_____	____-____-____	\$_____	\$_____	\$_____
(Other)	_____	____-____-____	\$_____	\$_____	\$_____
(Other)	_____	____-____-____	\$_____	\$_____	\$_____
(Other)	_____	____-____-____	\$_____	\$_____	\$_____
Total	_____	____-____-____	\$_____	\$_____	\$_____

Bar•Bat Mitzvah

Bar/Bat Mitzvah of _____

Date _____

Caterer _____

Venue Location _____

Party Planner/Decorator _____

DJ/Band/Entertainment _____

Photographer _____

Videographer _____

Hotel Block _____

DATE

2-3 years before

_____ Contact synagogue to set date

1 year before

- _____ Begin formal bar/bat mitzvah lessons
- _____ Discuss community or mitzvah project
- _____ Determine budget
- _____ If the ceremony will be in Israel, find travel agent who can arrange location and rabbi
- _____ Find vendors: videographer/photographer, party planner, caterers, DJ, band, florist, venues
- _____ Contact hotels and decide where to book blocks of rooms
- _____ Create list of out-of-towners to be invited
- _____ Send save-the-date reminders

10 months before

- _____ Have bar/bat mitzvah child meet party planner, if using one, to give input on decorations

8 months before

- _____ Create guest list with complete addresses

7 months before

- _____ Begin to look at invitations
- _____ Decide on wording for invitations
- _____ Decide arrangements to transport kids to and from party

6 months before

- _____ Order invitations, thank-you notes
- _____ Create maps, directions sheets
- _____ Pick calligraphy style for envelopes
- _____ Order yarmulkes
- _____ Find child's tallit
- _____ Begin to plan menu

4 months before

- _____ Weigh invitation at post office
- _____ Choose and purchase postage stamps

DATE

3 months before

- _____ Take invitations to calligrapher, print mailing labels
- _____ Discuss valet
- _____ Decide on hotel room gift bags for out-of-town guests
- _____ Select clothing for family members
- _____ Finalize menu
- _____ Decide on centerpieces and sign-in board

2 months before

- _____ Mail out-of-town invitations
- _____ Make hair appointments for family for the week before the event

6 weeks before

- _____ Mail in-town invitations

4 weeks before

- _____ Reconfirm with service providers
- _____ Put together seating plan
- _____ Have child practice speech out loud
- _____ Set up rehearsal time with synagogue
- _____ Put together gift baskets for out-of-town guests

3 weeks before

- _____ Work with caterer on floor plan and plan agenda for the event

2 Tuesdays before

- _____ Order any necessary kosher dinners

2 Wednesdays before

- _____ Assign tables
- _____ Personalize gift bags, if desired

Weekend before

- _____ Finalize guest count/seating as best you can

Monday before

- _____ Finalize seating cards

Day before

- _____ Deliver gift bags to hotels