

# Bar and Bat Mitzvah Party Planning Checklist

Here's a checklist for the perfect Bar or Bat Mitzvah party that we use here at Party411.com.

**Celebrant Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Location** \_\_\_\_\_

**Number of Guests (adults/kids)** \_\_\_\_\_

**DJ Name and Number** \_\_\_\_\_

**Photographer Name and Number** \_\_\_\_\_

**Colors** \_\_\_\_\_

**Title** \_\_\_\_\_

## Entrance Area Décor

Welcome Sign \_\_\_\_\_

Balloons \_\_\_\_\_

Lifesize cutout with welcome speech bubble \_\_\_\_\_

## Sign-in Board/Book

Sign-in Board \_\_\_\_\_ or 3D Sign-in book \_\_\_\_\_

Balloons at the sign in area \_\_\_\_\_

Pens for the board or book \_\_\_\_\_

## Seating Card Area

Seating Cards \_\_\_\_\_

Seating Card Sign \_\_\_\_\_

Balloons at the seating card table \_\_\_\_\_

## Tables

Adult Centerpieces \_\_\_\_\_

Kids Centerpieces \_\_\_\_\_

Table Numbers \_\_\_\_\_

Confetti \_\_\_\_\_

Candy \_\_\_\_\_

Napkin Rings \_\_\_\_\_

Votive Candles \_\_\_\_\_

Linens/Napkins \_\_\_\_\_

Personalized Cameras \_\_\_\_\_

## Bar/Buffer Area

Menu signs \_\_\_\_\_

Buffet Signs \_\_\_\_\_

Balloon arches over each buffet \_\_\_\_\_

## DJ Area

DJ Sign \_\_\_\_\_

Balloon towers on either side of band/DJ \_\_\_\_\_

## Other

Ceiling Treatment \_\_\_\_\_

Cocktail Napkins \_\_\_\_\_

Photo Op \_\_\_\_\_

Newsletter/Menu \_\_\_\_\_

## Favors

Dancefloor Giveaways \_\_\_\_\_

Personalized Favors \_\_\_\_\_

Personalized Favor Tags \_\_\_\_\_

## Entertainment

Games \_\_\_\_\_

Magician \_\_\_\_\_

Balloon Sculptor \_\_\_\_\_

Tattoo artist \_\_\_\_\_

Other \_\_\_\_\_

## Other things during the weekend:

### Out of town guests

Invitations \_\_\_\_\_

Thank you Notes \_\_\_\_\_

Welcome Baskets \_\_\_\_\_

Weekend-at-a-Glance \_\_\_\_\_

Maps \_\_\_\_\_

Keptot \_\_\_\_\_

### Shabbat Dinner décor/location

Welcome sign \_\_\_\_\_

Centerpieces \_\_\_\_\_

Invitations \_\_\_\_\_

### Kiddush Luncheon décor/location

Invitations \_\_\_\_\_

Centerpieces \_\_\_\_\_

Other \_\_\_\_\_

### Sunday Brunch

Invitations \_\_\_\_\_

Centerpieces \_\_\_\_\_

Other \_\_\_\_\_