

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 _____