

MITZVAH NEWS

HOW TO START PLANNING YOUR MITZVAH

✔ Let Mitzvah Guru Chad Everett and his Dream team take care of most of this checklist for you. Relieving so much stress and anxiety.

Mitzvah planning can be very overwhelming. Here is the biggest tips on how to get started. After over 29 years in the business, the number one question I get asked is when and how do I start planning a mitzvah. I put a lot of hard work and thought into this. Hopefully this will help those in the Mitzvah group as to how to start planning your special event.

FIRST ESTABLISH A BUDGET

When your mitzvah is a couple years away is a great time to start planning. You ask why so soon—it comes quicker than you know. Additionally, this is a great way to be prepared financially and get the best vendors.

So you ask how you start planning.

Everyone wants their party to be special, so first you establish a reasonable budget. The possibilities are endless for your event.

So let's begin.

The average bar mitzvah cost \$300-\$500 an adult. However, kids range from \$85-\$150. This includes everything you need for an event. You can make your wildest dreams come true.

The average bar mitzvah is anywhere from \$35,000-\$80,000, based on 100 adults and 50 kids.

So the first thing you must realize the adults cost the most because of the expense for the food, alcohol and centerpieces. Many other things also come in to play. There are lots of amazing parties based on just inviting 40 adults and 75 kids. Smaller parties have been a new trend since Covid. People consider that they would rather put money into other things to make it a great party and just invite close friends and family.

Start by thinking who you would invite and what type of party you really want to have. Keep your budget in mind first. It is better to establish a budget that you're comfortable with than planning backwards. This will keep you on track feeling comfortable and that you will have a successful event. Remember, if your child does not know the name of the person you're inviting, it might not be important to have them there. Also, it's very important to invite fun people.

You don't have to feel obligated to invite people who invited you to their mitzvah. Again it's always about the religious service and the Mitzvah child. The celebration is extra.

When planning, it is good to sit down with your child to get a little bit of their opinion. The more that they are involved, the more special they'll feel. I highly recommend that you do not mention financial issues or something is too expensive in front of your child. Don't make it seem that it is a hardship to give them their special party nor make them feel guilty. This can add lots of stress and in a teenager's life there are a lot of things that they have to deal with in school, studying and pressure of their friends. They don't need anything added. I know it is hard to put your feet in their shoes but it is lots of pressure being a teenager.

So sit down get a notebook pen and paper and start figuring out your budget with understanding the averages. You can get away doing a less expensive party but I highly recommend you do so without sacrificing the quality, inviting less adults will cut on cost. Every party is special—it is not all about the glitz and glam.

So visualize what type of experience you and your child would like. Once you establish a budget start planning your dream party. Keep in mind that the party is all about giving your guest an experience they will remember. Also, you do not have to get caught up on what your

MEET SOME OF OUR EVENT DREAM TEAM



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MITZVAH LIST

2-3 Years before the bar/bat mitzvah

Securing the date with your synagogue will be your first order of business. Most often, the bar/bat mitzvah date will be assigned to you by your synagogue according to the child's birth date, though some synagogues may allow for you to request a specific date.

Once you have your date secured, it would be wise to go ahead and start brainstorming the type of event you and your child would like to have.

12-18 Months before your event

At this time, you'll want to consider the kind of budget that's suitable for your family, determine the party theme, and pick the color scheme. If you're hiring a planner this is something that you do want to go over with them since they have a wealth of knowledge.

As you start to narrow in on those details, you'll want to book your venue and start locking in your vendors like the DJ, caterer, party planner, videographer, photographer, and any other necessary entertainment vendors. Remember the best vendors in the industry get secured in Advance so time is of the essence.

9-12 Months before

If you have out-of-town guests or if your event falls on a holiday weekend, now would be the time to send out your save-the-dates. Be sure to book your room block at this time and include that information on your save-the-date. Remember, your child will also be busy with important prep. You'll want to discuss the meaning of their Torah portion as well as help them select their mitzvah project. Be sure to schedule time for them to achieve their goals.

6-9 Months before

Torah portion. You'll want to check with your synagogue for their tutoring days & times. It's important to plan your child's schedule accordingly as there will likely be a specific timeline for meetings with the rabbi & cantor.

6 Months before

Now it's time for the fun to begin.

Time to design a logo and pick out invitations. There are so many variables now with invitations due to the customization. When shopping remember you also have to ship the invitations which depending would depend on the cost of the shipping. The number one trend for invitations now it's Plexiglass and Metal. There are so many options.

You will also want to consider the coordinating cards that may be necessary such as an RSVP card and/or a hotel/weekend event card. It's a good idea to set up an Excel spreadsheet to keep track of all things guest related: current addresses, RSVPs, gifts, etc. We recommend that invitations be sent out 10 weeks before your event. Keep in mind, the RSVP date should be 3-4 weeks before so that you will have ample time to order the favors, place cards, the appropriate food choices, and anything else you may need the final numbers for.

It's also time for you to order your personalized kippahs, so be sure to get that done.

3-6 Months before

If you're working with a party planner, they'll likely keep you on track with this stuff but in case you're not, you'll need to start working on your event decor, room layout, centerpieces, lighting, color scheme, and decor placement. Also begin Organizing the photos you'd like to use for the montage. We suggest no more than 125 photos, 2 songs and 8 minutes long. This could be one of the most stressful things on planning the Mitzvah. If you wanna do it earlier you can. Easiest way to do this is to organize the photos in a folder on your phone so that you can try to arrange them in the order that you would like. Also, it would be a good idea at this time to start to plan out your Friday evening Shabbat dinner and/or the Sunday brunch if you are choosing to have those events added to your mitzvah weekend. Finalize your logo design and once that is done start ordering party favors to give out. Now with supply chain issues we recommend doing this early so that you receive your goods.

2-3 Months before

Time to get those invitations in the mail! Be sure to bring one to the post office to get weighed before you purchase your stamps.

Good time to start shopping for family member's clothing. Now, remember those teenagers grow like weeds, so you may want to hold off on the guest of honor's clothing or be prepared to need some tailoring. Organize your pre-shoot with your photographer we do recommend Loki and high key photo shoots if you can match the theme that would be great. Finalize your cocktail hour activities . If you're doing fine foods at the end of the event like a food truck or a crêpe station contact the vendors and secure. Also remember to let Caterer know so you get it approved. If you have out-of-town guest you might want to make a gift bag for them. Also line up any special transportation if need be. Make sure you have security for your event.

1-2 Months before

At this point, you should finalize the menu and party decor if you haven't already. Time for photo shoot and finalize picking out your favorite pics for added blow ups. If you're going to use any for the montage, loop, decoration and sign in book this is the time. Make sure you have something for everyone to sign there name. Order kids party favors, socks. And end of the night give away

1 Month - 2 weeks before

Almost there, last minute details.

- Create an event timeline. You'll want to be sure that your venue, photographer, DJ, videographer, and anyone else you think may want or needs it have this information to ensure everyone is on the same page the day of the event. Now, if you're working with a ebent planner they'll take care of this for you.
- Finalize layout once you have your final guest count.
- Finalize all rental items such as chairs linens tables napkins etc.
- Let decorator know your final count and if there's any design changes.
- Coordinate the rehearsal time with your synagogue.
- Select your music.
- Decide who to honor at the candle lighting service.
- Write out toasts, speeches, and help your child write out their introductions for candle lighting.
- Arrange final fittings.
- Touch base with all vendors to schedule loading and connect them with the venue. If you have an event planner or producer they'll take care of it.
- Organize your gratuity list and finalize all your payments to your vendors.
- Organize all your party favors and have them put in box with labels.
- Make sure your video montage is finished and tested then send to the Production Company or DJ whoever is running the montage.
- Final meeting with Entertainment company to go over intro, music, candle lighting etc.
- Organize your seating chart or place cards.

1-2 Week before

Be sure to provide the caterer with the final head count, get the checks ready to pay the vendors on the day of the event. Drop off the seating chart with number of guests at each table & place cards, party favors and all other items. You may need a checklist for the venue. Create a list of who you would like to tip and have envelopes ready.

