

Planning a Perfect Mitzvah

CHECKLIST

3 YEARS BEFORE

- Determine budget
- Make guest list
- Ask for recommendations for venues and DJ companies
- Book kiddish room

2 YEARS TO 18 MONTHS BEFORE

- If you haven't already, book venue and emcee with contract and deposit
- Make guest list
- Ask for recommendations for venues and DJ companies
- Book kiddish room

ONE YEAR BEFORE

- Look for invitations
- Gather photos for montage
- Book a block of hotel rooms for guests and possible shuttle service to venue
- Book decorator, photographer and videographer with signed contract and deposit

6 MONTHS BEFORE

- Finalize invitation count and order invitations
- Begin logo design
- Book food trucks for the end of the evening
- Confirm hair and makeup appointments

4 MONTHS BEFORE

- Order custom stamps
- Have envelopes addressed in calligraphy either by hand or machine
- Order custom cake
- Choose party favors
- Finalize aliyahs for the service

3 MONTHS BEFORE

- Finalize menu
- Shoot entrance video
- Have photo shoot
- Write candle lighting poems
- Choose candle lighting songs

2 MONTHS BEFORE

- Mail invitations and request to have them hand-stamped at the post office
- Write speeches
- Fill out DJ sheet, including entrance song requests

1 MONTH BEFORE

- Order yarmulkes
- Order favors, labels for favors, customized water bottles, photo favors, etc.
- Finalize table arrangements and order place cards
- Arrange hotel welcome baskets/gift bags for out-of-town guests
- Have informal photo shoot
- Complete final fittings

1 WEEK BEFORE

- Drop off hotel baskets
- Bring yarmulkes to temple and two to the venue for the kiddish and motzi
- Drop off favors and place cards at the venue
- Prepare tip envelopes
- Finalize song list with DJ

DAY OF

- Practice your speech
- Watch all of your hard work come together!
- Enjoy the smile on your family and friends' faces!

THE mainEVENT

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Donna Wexler is an invitation designer and a full service event planner in Long Island serving the tri-state area and beyond for party planning within any budget. Customer service is her number one priority and she will guide you every step of the way. She can be reached via phone or text at (516) 721-0852. Visit her website at <http://invitationsbydesignsbydonna.com/>