



## BAR/BAT MITZVAH SERVICES PROVIDED



*It's quite possible that you have been thinking about your son or daughter's mitzvah from the day they were born. A Bar/Bat Mitzvah is huge milestone for your family and you want to celebrate the occasion, but the planning and details can get overwhelming. Hire the professionals to execute the day as you have always imagined it. RSVP Events excels at creative and energetic events - just what a mitzvah should be! We can take ANY theme and turn it into an out of this world experience for everyone at the reception.*

*We would be honored to assist you in this very special day for your family. Below are our most popular packages. Custom event styling & coordination packages are also available. Every client and event is unique. Once we discuss your needs, we will happily create a custom package just for you.*

### ***RSVP Event Owners & Bar/Bat Mitzvah Specialists:***

Sherrill Kinsler Gilford: (619) 517-6395 or [sherrill@rsvpsdevents.com](mailto:sherrill@rsvpsdevents.com)

Rachel Wood: (858) 229-6606 or [rachel@rsvpsdevents.com](mailto:rachel@rsvpsdevents.com)

[www.rsvpsdevents.com](http://www.rsvpsdevents.com)

## *The Total Package \$3,600*

*We will be by your side every step of the way.*

*We will handle all the details so you won't have to worry about a thing.*



- ✓ 1 hour complimentary consultation to discuss your vision and ideas
- ✓ Unlimited Referrals. We'll research compatible vendors and suggest other event professionals – let us guide you to choose the perfect event team!
- ✓ Unlimited telephone and e-mail communication – Ask us anything!
- ✓ Help you create and maintain a budget. We will also send notification of upcoming payment due dates.
- ✓ Advice on mitzvah etiquette and attire
- ✓ Provide advice and guidance on choosing the perfect reception venue
- ✓ Assistance in securing vendors, referred to you based on your budget and style criteria
- ✓ Explanation of all costs and services prior to the signing of contracts
- ✓ Review and manage contracts of other event professionals
- ✓ Based on your style and taste, guide you in the selection of linens, chairs, china, lighting, décor, rentals, etc – together we'll find the perfect elements!
- ✓ Consult on room design

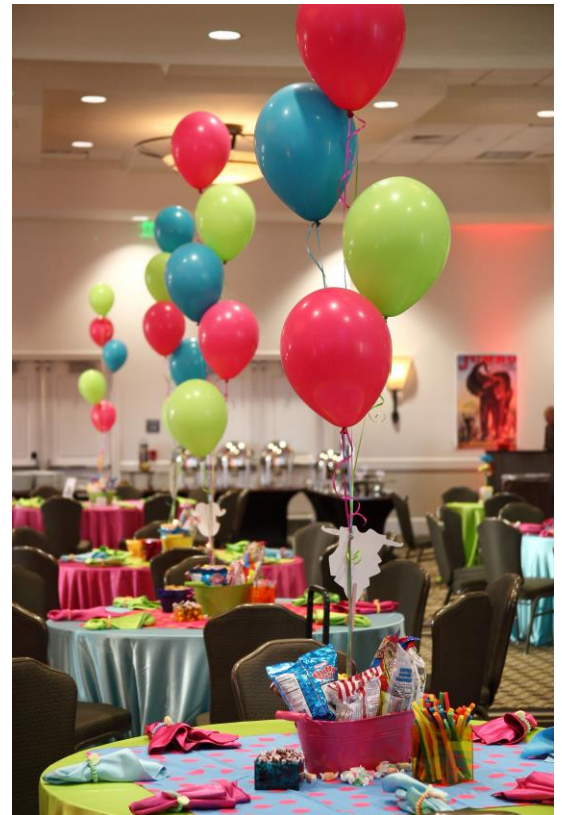
- ✓ Assist with selection and ordering of guest favors, custom printed items, menus, place cards, programs, table numbers, etc. We are happy to store these items prior to the event and bring it with us to set-up.
- ✓ Assist with wording and etiquette on invitations and rsvp cards.
- ✓ Complimentary gift card receptacle – Choose from our selection of beautiful gift card holders to use on this special day



- ✓ Attend Catering Meeting to assist with event layout, timeline, menu, beverage selection, etc.
- ✓ Make appointments (as needed) and attend key vendor interviews *(up to four separate days of meetings).*

- ✓ Work with venue coordinator on all event day details
- ✓ Send timelines to all necessary parties (vendors, temple, etc.)
- ✓ Vendor liaison: Confirm vendors' timing and contractual obligations
- ✓ Handle all outstanding issues with vendors
- ✓ Electronic monthly and/or weekly progress reports with outstanding items
- ✓ Prepare a schedule for the day for family and event professionals
- ✓ Coordinate and confirm all details with other event professionals

- ✓ Final meeting to review final details (event day timeline, outstanding vendor payments, music, interactive entertainment, and other special activities) and attend final reception site walkthroughs. *Meeting and walkthrough to occur on same day.*
- ✓ Arrange for transportation (limos, specialty cars, horse & carriage, etc)
- ✓ Up to three hours of shopping time for any event related items
- ✓ Two Event Professionals to be on-site during set-up, duration, and clean-up of event
- ✓ Oversee reception site set up (up to 4 hours)
- ✓ Direct event set-up according to diagrams (chairs, tables, linens, gift table, place card table, etc.)
- ✓ Guest Liaison: Direct guests to various locations, answer questions, etc.
- ✓ Ensure timing of the schedule is followed to maintain a smooth flow for the reception
- ✓ Direct and cue all event professionals, as well as distributing final payments and gratuities to vendors
- ✓ Manage the day's events (cue grand entrance, review schedules with vendors, maintain timeline, direct guests, etc...)
- ✓ Event day troubleshooting
- ✓ Placement of all personal items provided by client (programs, favors, place cards, guestbook, menus, photos, etc.)
- ✓ Decorate adult tables with agreed upon décor



- ✓ Decorate children's tables with agreed upon décor (candy, chachkees)
- ✓ Decorate cocktail tables with agreed upon decor
- ✓ Ensure all tables are set with linens, arrange centerpieces, napkin rings
- ✓ Place candles, chocolates/candies, and any additional decor
- ✓ Prepare basket for kippot
- ✓ Distribute cocktail napkins



- ✓ Arrange and alphabetize name cards, set up guest sign in item, decorate entry,
- ✓ Decorate restrooms with bathroom baskets, candles, mints, soaps and guest towels  
*(additional cost)*
- ✓ Prepare tables for candle lighting ceremony and challah.
- ✓ Ensure gifts, envelopes and personal items are distributed as needed

- ✓ Pack up all clients personal items (gifts, gift cards, centerpieces, etc) at end of event for family to take home
- ✓ Other items to be agreed upon as needed

## *Finishing Touches \$2,250*

*We help finalize all the details and make sure no stone is left unturned. Relax knowing that everything is taken care of.*

- ✓ 1 hour complimentary consultation to discuss your vision and ideas
- ✓ We are happy to provide you with unlimited vendor referrals, as well as etiquette advice.
- ✓ We will accompany you to your menu tasting (or catering meeting) to assist you in making the best decisions for your reception and help create site diagrams and event day schedule

- ✓ 6-8 weeks prior to your event, we will meet to review final details (event day timeline, outstanding vendor payments, music, and other special activities) and attend final reception site walkthroughs.



*Meeting and walkthrough to occur on same day.*

- ✓ Attend final site visits at the ceremony and reception locations (same day)
- ✓ Send timelines to all necessary parties (vendors, wedding party, etc.)
- ✓ Vendor liaison: Confirm vendors' timing and contractual obligations
- ✓ Handle all outstanding issues with vendors
- ✓ Two Event Professionals to be on-site during set-up, duration, and clean-up of event
- ✓ Oversee reception site set up (up to 4 hours)
- ✓ Direct event set-up according to diagrams (chairs, tables, linens, gift table, place card table, etc.)
- ✓ Guest Liaison: Direct guests to various locations, answer questions, etc.

- ✓ Ensure timing of the schedule is followed to maintain a smooth flow for the reception
- ✓ Direct and cue all event professionals, as well as distributing final payments and gratuities to vendors
- ✓ Manage the day's events (cue grand entrance, review schedules with vendors, maintain timeline, direct guests, etc...)



- ✓ Event day troubleshooting
- ✓ Placement of all personal items provided by client (programs, favors, place cards, guestbook, menus, photos, etc.)
- ✓ Decorate adult tables with agreed upon décor
- ✓ Decorate children's tables with agreed upon décor (candy, chachkees)
- ✓ Decorate cocktail tables with agreed upon decor
- ✓ Ensure all tables are set with linens, arrange centerpieces, napkin rings
- ✓ Place candles, chocolates/candies, and any additional decor
- ✓ Prepare basket for kippot
- ✓ Distribute cocktail napkins
- ✓ Arrange and alphabetize name cards, set up guest sign in item, decorate entry,
- ✓ Decorate restrooms with bathroom baskets, candles, mints, soaps and guest towels  
(additional cost)
- ✓ Prepare tables for candle lighting ceremony and challah.

- ✓ Ensure gifts, envelopes and personal items are distributed as needed
- ✓ Pack up all clients personal items (gifts, gift cards, centerpieces, etc) at end of event for family to take home
- ✓ Other items to be agreed upon as needed

## *Day of Coordination \$1,000*

*You planned the event by yourself, but now need a professional to make sure the day goes off without a hitch. Look no further.*

- ✓ 1 hour complimentary consultation to discuss your vision and ideas
- ✓ One Event Professional to be on-site during set-up, duration, and clean-up of event
- ✓ Oversee reception site set up (up to 4 hours)
- ✓ Direct event set-up according to diagrams (chairs, tables, linens, gift table, place card table, etc.)
- ✓ Guest Liaison: Direct guests to various locations, answer questions, etc.
- ✓ Ensure timing of the schedule is followed to maintain a smooth flow for the reception
- ✓ Direct and cue all event professionals, as well as distributing final payments and gratuities to vendors



- ✓ Manage the day's events (cue grand entrance, review schedules with vendors, maintain timeline, direct guests, etc...)
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- ✓ Placement of all personal items provided by client (programs, favors, place cards, guestbook, menus, photos, etc.)
- ✓ Decorate adult tables with agreed upon décor
- ✓ Decorate children's tables with agreed upon décor (candy, chachkees)



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*Also Available (at additional cost):*



- ✓ Room décor
- ✓ Linens
- ✓ Novelty Items
- ✓ Welcome nosh bags for travelers
- ✓ Custom Chocolates Favors
- ✓ RSVP Guest Management
- ✓ Custom Designed Centerpieces
- ✓ Place Cards
- ✓ Out of town guest arrangements
- ✓ Bathroom baskets & décor
- ✓ Napkin Rings
- ✓ Other candle lighting ceremony décor
- ✓ "Tree of Life" rental for Candle Lighting Ceremony

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