

THE FOLLOWING ITEMS SHOULD BE BROUGHT WITH YOU AT THE TIME OF YOUR FINAL APPOINTMENT WHICH IS SCHEDULED FOR _____ AT _____ O'CLOCK, (please schedule time when calling in your final count).

BAR/BAT MITZVAH DETAIL CHECK LIST

Name: _____ **Day:** _____ **Date:** _____

_____ Seating Chart: _____

_____ Seating Cards: (In Alphabetical Order by last name) _____

_____ Guest List: (In Alphabetical Order) _____

_____ Final Payment (Bank Check, Certified Check or Cash) _____

_____ Adult Favors: _____

_____ Children's Favors: _____

_____ Cake Decor: _____

_____ Table Décor _____

_____ Centerpieces _____

_____ Guest Book & Pen/Signing Picture _____

_____ Hospitality Baskets: _____

_____ Camera's: (Unwrapped & Ready for Use) _____

_____ Money Bag/Money Box for Envelopes _____

_____ Candlelighting Poems Sheet if Necessary _____

_____ Special Framed Photos: _____

_____ Votive Candles: _____

_____ Personalized Napkins: _____

_____ Misc: _____

_____ Misc: _____

_____ Misc: _____

ALL ABOVE ITEMS SHOULD BE BOXED WITH NAMES & DATE OF FUNCTION CLEARLY MARKED ON EACH BOX. PLEASE INDICATE ANY ITEMS REQUIRING REFRIGERATION. PLEASE DESIGNATE SOMEONE TO BE RESPONSIBLE FOR BRINGING ANY ITEMS OF EXTREME VALUE THE DAY OF FOR THEM TO SET UP AND TO REPACK FOR YOU AND TAKE BACK WITH THEM.

Signed in by: _____

Placed in : _____