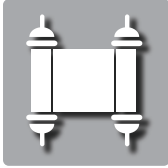# Mitzvah ORGANIZER

Set Up & Budget

Define Bar/Bat Mitzvah

Venues (service, party, etc)

Select Vendors

Manage Budget

Guest Coordination

Add Guest

Create Invitation Inserts

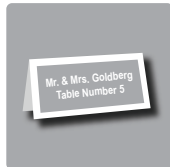**Manage Invitations**

Track RSVPs

Record Gifts & Thank Yous

Event Management

Assign Tables

Manage Placecards

Mr. & Mrs. Goldberg
Table Number 5

Plan Candle Lighting

Assign Temple Honors

Create Song List

Event Details

Hotel Arrangements

Bus Transportation

Define Favors

Organize Favors