



Bar/Bat Mitzvah Planner

**Please have this event planner completed AT LEAST 1 MONTH PRIOR to your event date.

General Information

Client Name: _____

Address: _____

Phone#: Home: _____ **Cell:** _____

Email Address: _____

Date of Event: _____ **Times of Event:** _____

Name of Venue _____

Referred By: _____

Name of Guest of Honor _____

Name/ Nickname for Announcements _____

Amount of Guests _____ **Amount of Kids (BOYS)** _____ **(GIRLS)** _____

Theme of Party / Color Scheme _____

Cocktail Hour: Yes No **Cocktail in same room as reception:** Yes No



Introductions

Would you like a special introduction for the Guest of Honor? (Y) (N)

Family Members

Do you have any **SELECT FAMILY MEMBERS** that you would like introduced before the Guest of Honor makes his/her Grand Entrance? (Y) (N)

If YES, Who will be announced and what order will they enter the room in?

1. _____

What **SONG** will this family member or group come out to?

Title/Artist: _____

2. _____

What **SONG** will this family member or group come out to?

Title/Artist: _____

3. _____

What **SONG** will this family member or group come out to?

Title/Artist: _____

4. _____

What **SONG** will this family member or group come out to?

Title/Artist: _____

Guest of Honor:

Name: _____ Escorted by (IF DESIRED) _____

What song would you like the **GUEST OF HONOR** to come out to?

Title/Artist: _____



Event Formalities

The following BLESSINGS before the meal will be performed by:

Motzi: _____ Kiddish: _____

A TOAST to the Guest of Honor will be given by: _____

Will you be doing the Hora? (YES) or (NO)

If YES, When would you like to do the Hora at your event? _____

Please indicate WHICH IMMEDIATE FAMILY MEMBERS that you would like to be lifted in the chair during the Hora:

Name: _____

Name: _____

Name: _____

Name: _____

Special Dances

Is the Guest of Honor dancing with his/her?

(Father)

(Mother)

(Both)

If YES, What song(s) would you like to dance to?

Mother _____

Father _____

Does the Guest of Honor want to have a special dance with anyone else? (Y) (N)

If YES, What is their name? _____

What song will they dance to?

Title/Artist: _____

Candle Ceremony

Will the Guest of Honor be having a Candle Lighting Ceremony? (Y) (N)

If **YES**, please answer the following questions:

Which friend will hold the lit candle for the Guest of Honor during the ceremony?

Name: _____

How long are the candle lighting speeches?

(Short)

(Medium Length)

(Long)

Please Note:

- When choosing songs, please make sure that they are available on iTunes. This ensures that they are of the best quality. If you found your song of choice somewhere else, please let us know and we will do our best to accommodate your special request.
- Due to the fact that there are many different versions of songs available, please make sure that you list the TITLE and the ARTIST on your CANDLE LIST.
- We recommend that after someone is invited up to light a candle, we start all of your music choices from the chorus/main part of the song. Please let us know if there are any songs that you would like to start from a different point.

Kindly fill out the form on the next page with your song choices (title/artist) and list of names for each your candles. This allows us to have our own copy in our DJ booth, so that even if a candle is skipped, we will know who you intended the candle to go to. Make sure that you make an additional copy of the candle list and please make sure that the speeches that you wrote are in the same order.



Candle Lighting Ceremony

| Number | Song (Title/Artist) | Dedicated to: |
|---------------|----------------------------|----------------------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |
| 7. | _____ | _____ |
| 8. | _____ | _____ |
| 9. | _____ | _____ |
| 10. | _____ | _____ |
| 11. | _____ | _____ |
| 12. | _____ | _____ |
| 13. | _____ | _____ |
| 14. | _____ | _____ |



Music Requests

Do you wish to honor requests given by your guests? YES or NO

Please check the types of music you wish to have played at your event:

Popular hits from the following decades or genres:

50's ____ 60's ____ 70's ____ 80's ____ 90's ____ 00's ____

Commercial Radio ____ Country & Western ____ Slow Songs ____

Reggae ____ Sing Along Rock ____ Old School Hip Hop ____ Commercial Hip Hop ____

Commercial/ Vocal House ____ EDM ____ Latin Dance/ Reggaeton ____

Audience Participation Choices and Games: (ONLY IF DESIRED)

The Hora ____ YMCA ____ Party Train ____ Apache ____ Cotton Eyed Joe ____

Cha Cha Slide ____ Cupid Shuffle ____ Wobble ____ Watch Me (Whip Nay Nay) ____

Scavenger Hunt ____ *Guest of Honor Trivia* (QUESTIONS SUPPLIED) ____ Musical Chairs ____

Coke and Pepsi Game ____ Mummy Wrap Game ____ Dance Contest ____

**** Please List any SONGS, or GENRES of music that you**

DO NOT WISH TO HEAR at your Bar/Bat Mitzvah. **

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