



Bar/Bat Mitzvah Procedure Form

Bar/Bat Mitzvah Child Name: _____

Party Date: _____ Party Theme: _____

Number of Guests: _____ Number of Children: _____

Location: _____

Hours: _____

(Please note that cocktail hour is sometimes offered in a different area or room than the rest of the party. Please let us know if this is the case, and if you wish us to entertain the children during this time).

PLEASE COMPLETE THE FOLLOWING INFORMATION CONCERNING YOUR UPCOMING PARTY AND RETURN IT TO OUR OFFICE NO LATER THAN TEN (10) DAYS PRIOR TO YOUR PARTY DATE.

Introductions

(Grand Entrance into the room and usually prior to candle lighting ceremony and hora).

Mother's Name: _____ Father's Name: _____

Parents' Entrance Song: _____

Sibling 1's Name: _____ Entrance Song: _____

Sibling 2's Name: _____ Entrance Song: _____

Sibling 3's Name: _____ Entrance Song: _____

Bar/Bat Mitzvah Child's Name: _____ Entrance Song: _____

Blessing

Name(s): _____

(Typically before meal; can be Bar/Bat Mitzvah child, brother, sister, etc.)
(Blessing is usually two parts: Prayer for the challah (Hamotzi) and prayer for the wine (Kiddush)).

Toast/Welcome: _____

(Parents may wish to welcome their guests, read a poem about their son or daughter, or offer a toast in honor of the occasion).

Note: A Hora may occur at any point during the Bar or Bat Mitzvah. It is recommended at the beginning of the simcha, immediately *following* the Candle Lighting Ceremony, but *before* your meal, to set the tempo of the afternoon or evening.

The Bar/Bat Mitzvah child is sometimes lifted up in a chair during this time, and paraded around the room. Sometimes we include in this, all members of the family, including parents. Please advise on how you would like us to do this.

Parents: Yes / No

Brother(s): Yes / No

Sister(s): Yes / No

Bar/Bat Mitzvah Child: Yes / No

Candle Lighting Ceremony

The Candle Lighting Ceremony may be hosted by the Bar or Bat Mitzvah child, or your Signature DJ/MC. Signature DJs will call up family members and friends you have chosen to come up to the cake to light their specific candle. If your daughter or son will be MC'ing this event, it is customary for them to read a short poem or rhyme.

Music selections for your Candle Lighting should be very festive and upbeat. Different songs may be chosen for each candle and recipient. It is not necessary to have a unique song for each person; sometimes one song can be used for several candles in a row (ie- "We Are Family" -Sister Sledge).

Recipient 1

Name: _____ Relationship: _____ Song: _____

Recipient 2

Name: _____ Relationship: _____ Song: _____

Recipient 3

Name: _____ Relationship: _____ Song: _____

Recipient 4

Name: _____ Relationship: _____ Song: _____

Recipient 5

Name: _____ Relationship: _____ Song: _____

Recipient 6

Name: _____ Relationship: _____ Song: _____

Recipient 7

Name: _____ Relationship: _____ Song: _____

Recipient 8

Name: _____ Relationship: _____ Song: _____

Recipient 9

Name: _____ Relationship: _____ Song: _____

Recipient 10

Name: _____ Relationship: _____ Song: _____

Recipient 11

Name: _____ Relationship: _____ Song: _____

Recipient 12

Name: _____ Relationship: _____ Song: _____

Recipient 13

Name: _____ Relationship: _____ Song: _____

Recipient 14

Name: _____ Relationship: _____ Song: _____

Special Dances

There may be a time during the party where you would like to incorporate a special dance with the Bar or Bat Mitzvah child, or honor the host or hostess (possibly their wedding song). We can include these special moments at the most appropriate time, so as not to affect or interfere with the flow of the party.

Host/Hostess Name: _____ Host/Hostess Song: _____

Number of Years Married: _____ Anniversary Date: _____

The Host & Hostess will be announced onto the dance floor. Within the first minute of the song, or at the first chorus, we can invite all of your friends and family to join you on the floor.

Bar/Bat Mitzvah Child & Parent: _____ Song: _____

We will invite the Bar Mitzvah boy and his mother, or the Bat Mitzvah girl and her father, to the dance floor to dance to a slow song you have chosen for us. Again, after the first chorus of the song, we can invite all mothers and sons, or fathers and daughters, to join you on the dance floor. Everyone else may also then be invited to join you on the floor.

Games/Activities/Songs

Please provide us with a list of the possible games, activities, and song suggestions for your upcoming event. The majority of Bat & Bar Mitzvahs last approximately 4-5 hours in length, with Record Hop parties typically 3 hours in length. We play an average of 15-20 songs per hour.

Games/Activities (Limbo, Coke/Pepsi, Etc.)

Game/Activity 1: _____	Song Selection 1: _____
Game/Activity 2: _____	Song Selection 2: _____
Game/Activity 3: _____	Song Selection 3: _____
Game/Activity 4: _____	Song Selection 4: _____
Game/Activity 5: _____	Song Selection 5: _____
Game/Activity 6: _____	Song Selection 6: _____
Game/Activity 7: _____	Song Selection 7: _____
Game/Activity 8: _____	Song Selection 8: _____
Game/Activity 9: _____	Song Selection 9: _____

Song & Game Exclusions

Exclusion 1: _____
Exclusion 2: _____
Exclusion 3: _____
Exclusion 4: _____
Exclusion 5: _____
Exclusion 6: _____
Exclusion 7: _____
Exclusion 8: _____
Exclusion 9: _____

Music Requests

PLEASE INDICATE REQUESTED SONGS, ARTISTS, STYLES/GENRES OF MUSIC, AND ANY OTHER INFORMATION THAT WOULD REFLECT THE MUSICAL PREFERENCE OF YOUR GUESTS, FRIENDS AND FAMILY IN ATTENDANCE.

PLEASE SUBMIT TO US AT LEAST 2 WEEKS PRIOR TO YOUR PARTY DATE IN ORDER FOR US TO HONOR THE FOLLOWING REQUESTS.

FEEL FREE TO LIST YOUR REQUESTS HERE, AND NOTE THAT WE PLAY APPROXIMATELY 15-20 SONGS PER HOUR.

Likes:	Dislikes:	Only if Requested:
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____
5. _____	5. _____	5. _____
6. _____	6. _____	6. _____
7. _____	7. _____	7. _____
8. _____	8. _____	8. _____
9. _____	9. _____	9. _____
10. _____	10. _____	10. _____

Last Song(s) of the Evening (Fast or Slow)

Last Song 1 _____

Last Song 2: _____

Contact Information

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email Address: _____

Other Information: _____
