

Bar Mitzvah/ Bat Mitzvah Reception Outline

My objective is to make sure that I provide the very best entertainment for your event. Part of what makes a successful event is adequate planning of the agenda. Please print this and try to include as much information as possible regarding your desired format. Once completed, take a photocopy for you, then send the original back to our office two weeks before the event. We will then schedule a phone conference to go over **all** the details. Have fun with all the plans!

Client Name: _____

Bar/Bat Mitzvah: _____

Address: _____

Phone: _____

Date of reception: _____

Location of reception:

Address : _____

Directions: _____

Contact Person at reception site:

Contact's Phone:

Photographer: _____ Phone: _____

Videographer: _____ Phone: _____

Caterer: _____ Phone: _____

Expected number of guests _____ / adults: _____ kids: _____

Time of reception -- From: _____ To: _____

Guests first expected to arrive at reception site at what time: _____

Will there be a receiving line? Yes No If yes, at Temple?

or reception site?

Will the Bar/Bat Mitzvah and family be taking formal pictures? Yes No When and where?

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Would you like the DJ to introduce the family members and Bar/Bat Mitzvah? Yes No

No

If yes, please list below the individuals to be introduced (note: please write any hard-to-pronounce names phonetically).

Grandparents of Bar/Bat Mitzvah: _____

Grandparents of Bar/Bat Mitzvah: _____

Brothers/Sisters of Bar/Bat Mitzvah:

Brothers/Sisters of Bar/Bat Mitzvah:

Brothers/Sisters of Bar/Bat Mitzvah:

Parents of Bar/Bat Mitzvah: _____

Bar/Bat Mitzvah:

Will there be a blessing over the wine? Yes No If yes, by whom:

Will there be a blessing over Challah? Yes No If yes, by whom:

Will someone offer a toast and/or welcome? Yes No If yes, whom:

Will there be a candle lighting ceremony? Yes No If yes, when?

After blessings _____ After main course _____

Other: _____

Will the Bar/Bat Mitzvah invite/announce the participants for the ceremony? Yes No

Will the cake be wheeled in? Yes No If yes, by whom:

1st candle:

2nd candle: _____

3rd candle:

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4th candle:

5th candle:

6th candle:

7th candle:

8th candle:

9th candle:

10th candle:

11th candle:

12th candle:

13th candle:

Good luck candle:

Would you like a special hora dance? Yes No

If yes, including raising Bar/Bat Mitzvah on a chair? Yes No

Will centerpieces be given away? Yes No If yes, would you like the DJ to coordinate this? _____

Is there a particular "theme" for the reception? Yes No If yes, what: _____

Will there be any other entertainment during the reception (e.g., caricatures, jugglers, clowns, etc.)? Yes No If yes, what is the entertainment and when will it be presented?

Contact person for other entertainment: _____

Phone: _____

Overall, would you like the DJ to cater the music and activities...

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exclusively to the Bar/Bat Mitzvah and his/her friends _____

primarily to the Bar/Bat Mitzvah and his/her friends but also include adults _____

evenly to Bar/Bat Mitzvah and his/her friends **and** the adults _____

Special requests for **songs** that Bar/Bat Mitzvah would like (continue on back if necessary):

Specific **songs** that the Bar/Bat Mitzvah does NOT want:

Some games, activities, special dances that the Bar/Bat Mitzvah may like -- Please indicate by a "Yes!" if it is something you absolutely would like; "Maybe" if it is something you might like, depending on what the atmosphere and mood is; or "No" if it is something that you absolutely do NOT want, even if your friends request it.

Karaoke! with professional equipment that displays lyrics on color TV monitor:

Electric Slide: _____ Cha Cha Slide: _____ Chicken Dance: _____

Limbo contest: _____ Hoola Hoop contest: _____ Snowball dance: _____

Coke/Pepsi contest: _____ "Huggy Bear" contest: _____ Balloon stomp contest: _____

Lip Sync contest: _____ "Lip Service" contest: _____ Dance contest: _____

Trivia contest: _____ Musical chairs: _____ Musical "people": _____

Scavenger hunt for signatures: _____ Freeze Dance contest: _____

Party Train: _____ Hokey Pokey: _____

Toilet paper mummy wrap (with clean-up afterwards, of course!): _____

Basketball Slam-Dunk contest (with 6 ft. rim and nurf ball!): _____

Others:

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Prizes that the Bar/Bat Mitzvah's family will be providing for various games, activities, and contests:

[Note: we recommend that the family provide several (e.g., about a dozen) CD singles as prizes. If you would like, as a convenience, we would be happy to do the "running" for the family and pick up the most current singles for you the week of the event, then simply add that cost to the balance.]

Props and other "give-aways" that the Bar/Bat Mitzvah's family will be providing:

Any other special announcements, presentations, or special instructions:

Please schedule out the tentative agenda below:

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