

## 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:

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5th candle:

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6th candle:

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7th candle:

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8th candle:

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9th candle:

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10th candle:

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11th candle:

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12th candle:

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13th candle:

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Good luck candle:

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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:

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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):

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

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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:

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[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:

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Any other special announcements, presentations, or special instructions:

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Please schedule out the tentative agenda below:

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