



Bar/Bat Mitzvah Reception Planner

Don't worry if you don't have all of the information to complete this planner. Fill in the information you are sure about, and we will help you complete it when we get together for the planning consultation.

Contact Information

Client's Name: _____ Bar (boy) / Bat (girl) (*circle one*) Mitzvah name: _____
 Phone: _____ Alternate Phone: _____
 Email: _____ Alternate Email: _____
 Event Date: _____ Setup Start Time: _____
 Entertainment Start Time: _____ End Time: _____

Order of Events

Order	Time	Event
		Guests arrive
		Cocktail Hour
		Main Reception Start (<i>guests enter main room from cocktails, if cocktails in different room</i>)
		Family Grand Entrance
		Candle Lighting
		Hora
		Kiddush
		Motzi
		Toasts (<i>make sure champagne has been poured!</i>)
		Salad (<i>typically 25–30 minutes after Grand Entrance</i>)
		Guest of Honor/Parent Dance (<i>followed by open dancing</i>)
		Main Course
		Host/Hostess Dance (<i>followed by open dancing</i>)
		Dessert
		Open Dancing
		Grand Finale

Note: The printed order of events is only a suggestion. Every reception is different, and this is YOUR reception. Any event may be added, removed, or rearranged as long as it is clearly indicated in the above table.

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Location Information

Name:

Address:

Contact name:

Phone:

Primary room name/location:

Floor:

Is the event indoors or outside? *(If outside, can we setup underneath a covering?)*

Do we have to provide music in other room(s) at any time *(such as for cocktail hour)*? If so, what, where and when?:

General Information

Number of guests:

Children:

Party Theme:

Number of courses to be served (including dessert):

Are you/the caterer providing meals for the entertainment staff (This is not required at all but it would helpful to know if we should eat earlier?)

Is there "dead air time" during which we should not play any music?

Deejay Attire (Please circle one): Casual, or Formal, or other _____

Contact Information For Other Party Professionals

	Name	Phone	Booked From-To
Caterer			
Banquet Hall/Venue			
Planner/Coordinator			
Photographer			
Videographer			
Other			

Cocktail Hour

Is cocktail hour in same room as main reception? If not, what room is it in?

Music for cocktail hour *(suggested genres are soft jazz, slow love songs or slow rock)*:

Reception Start (Guests enter main reception room from cocktail room)

Music to start with *(soft music recommended if food on tables, high-energy dance music recommended otherwise)*:

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<u>Name(s)</u>	<u>How to Introduce</u>	<u>Music</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		

Hora

Please indicate which family members you would like to be lifted in the chair during the Hora:

Kiddush

Who will be introduced to say the Kiddush blessing? Write the name as the Guest of Honor would, and include phonetic pronunciation.

Motzi

Who will be introduced to say the Motzi blessing? Write the name as the Guest of Honor would, and include phonetic pronunciation.

Toast Who will be introduced to offer the toast to the Guest of Honor? Typically this is the father. Please write the name as the Guest of Honor.

Will there be other people offering toasts? If so, describe:

After the toast, will the Guest of Honor want to say something? *This is a wonderful opportunity to welcome everyone and to do any special acknowledgements, such as guests who have traveled a long distance or friends or family who have contributed in the preparation of the ceremony or reception.*

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Host/Hostess Dance

Song for host/hostess dance (*we recommend a slow, romantic song*):

After which course (*typically after 1st course*):

You can have us invite your guests to join in partway through the above song, or we can invite them up when the next song begins. When do you want us to invite other guests to join in?

Guest of Honor/Parent Dance

Song for guest of honor/parent dance (*we recommend a slow song, some suggestions follow*):

After which course (*typically after main course*):

You can have us invite your guests to join in partway through the above song, or we can invite them up when the next song begins.

For some people, a special dance with a Stepfather, Uncle, Brother, or close family friend is done in lieu of, or in addition to, a parents dance. Please indicate any other special dances here:

Grand Finale

Before the last dance, we can organize guests into a circle around the guest of honor, pass the mic around, and allow them to each offer best wishes.

Do you want to do this?

Music for last dance:

Ethnic Dances, Etc (optional)

Please indicate any specific ethnic dances you want to do or customs you wish to observe, and at what time (also add them to order of events on page 1). Make sure to include names (with phonetic pronunciations) of specific people to be involved.

Follow-Along Dances (optional)

If there are any specific dances you would like us to lead, please note them here. Here are some of the dances that might be fun:

- Cha Cha Slide
- Chicken Dance
- C'mon 'N Ride It (The Train)
- Conga Line
- Cotton-Eyed Joe
- Electric Slide
- Greased Lightning
- Hokey Pokey
- Macarena
- Mambo Number 5
- Mony Mony
- Shout
- Staying Alive
- YMCA

Games/Contests (optional)

We can play games or contests (contests have winners who get prizes, no prizes are awarded for games) as another way to break the ice, raise the energy level, award door prizes, etc.

Do you want games or contests? If yes, when?

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Listed below are some of the games/contests we are currently hosting. Please circle the ones you would like us to do. You can also write in the names of other specific games or contests (please describe below). If you don't identify specific contests, the MC will choose appropriate ones.

- Coke and Pepsi
- Dance Contests
- Game Shows (Trivia, ect.)
- Costume Contests
- Hula Hoops
- Musical Hula Hoops
- Musical Chairs with a Twist
- Mummy Wrap/Best Dressed
- Limbo
- Other_____
- Name that Mashup
- Racecar Relay
- Simon Says
- Twist Contest
- Other_____

List Of Songs & Music Types NOT To Be Played

List Of Songs To Be Played ONLY IF REQUESTED BY A GUEST

Music Requests (Songs to DEFINITELY be played)

Try to put only 5-10 MUST PLAY requests here, and list additional requests in the next section to be played if time permits. Note that there are specific sections for music for cocktail hour, guest entrance, family entrance, candle lighting, and grand finale, so do not list those songs here.

Title/Artist

Notes (specific time to play, person to dedicate to, etc.)

Music Requests (Songs to be played if time permits after guest requests)

Also list any types/genres of music you'd like us to play from.

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Dedications, Birthdays, Anniversaries, Other Special Dances, etc.

List any special announcements you would like us to make. This is a great way to personalize your event and recognize someone special.

Additional Notes (Use back or additional sheets if necessary)

If there is anything else we need to know to ensure your reception flows smoothly, please list the details here. In particular:

- If you feel we need to be aware of any sensitive information regarding your event, family, or guests
- If you are having a video presentation, a singer, musicians, fraternity/sorority serenade, centerpiece giveaway, or any other personalized additions that will make your party unique

Thanks for taking the time to fill out this wedding planner, if you have any questions please ask us at your convenience. You can also fill this form out online if it is easier for you and submit it online. Please use the below contact information for our personal help or returning this planner.



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