

# BAR/BAT MITZVAH PLANNER



Please complete this form by \_\_\_\_\_ and return to:

Whirlin' Disc DJ's, PO Box 1518, Cicero, NY 13039 (315) 698-SONG (7664) FAX 699-7664

File # \_\_\_\_\_

GUEST OF HONOR: \_\_\_\_\_

Host/Hostess \_\_\_\_\_

Siblings Names \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_

Guests expected: (adults) \_\_\_\_\_ (kids) \_\_\_\_\_

Party theme: (if applicable) \_\_\_\_\_

Your Balance Due That Day \_\_\_\_\_ (\$150 each add'l hour)

(Gratuity optional—Tip based on DJ's performance)

Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Day of Week: \_\_\_\_\_

Music Time: \_\_\_\_\_ - \_\_\_\_\_

Mgr. & Phone #: \_\_\_\_\_

Party focus: \_\_\_\_\_ % for kids \_\_\_\_\_ % for adults

DJ's Attire - ( ) Tux ( ) Other \_\_\_\_\_

Who Should DJ See for Payment: \_\_\_\_\_

Who is in charge of DJ? \_\_\_\_\_

**Directions to Party: (please be specific)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Grand Entrance:

Do you wish to be formally introduced to the room? ( ) Yes ( ) No If so When? \_\_\_\_\_

Grand' entrance order is traditionally Host/Hostess (parents) first followed by siblings and last is Bar/Bat Mitzvah.

If yes do you want a specific song played for your introduction? \_\_\_\_\_

## Cocktail Hour:

Is cocktail hour in the same room as main reception? ( ) Yes ( ) No If not, Where is it? \_\_\_\_\_

Primary music type for cocktail hour (select ONLY ONE):

\_\_\_\_ Top 40/Dance

\_\_\_\_ 80's & Disco

\_\_\_\_ 50's & 60's Oldies

\_\_\_\_ Background (Piano or Jazz)

\_\_\_\_ Traditional Jewish Music

Other Music (Explain) \_\_\_\_\_

Do you wish to have regular games for the kids/teens during cocktail hour? ( ) Yes ( ) No

**Blessings:**

Will there be a Hamotzi before the meal?  Yes  No Who? \_\_\_\_\_

Will there be a Kiddish before the meal?  Yes  No Who? \_\_\_\_\_

Will you need us to provide a microphone for these?  Yes  No

**Dinner:**

**Adults:**

Sit Down  Buffet

Serving Time \_\_\_\_\_ Where Served? \_\_\_\_\_

**Kids/Teens:**

Sit Down  Buffet

Serving Time \_\_\_\_\_ Where Served? \_\_\_\_\_

During dinner we normally play background music (Adult Contemporary). Once the Kids/Teens are finished, we are ready to play more upbeat music and continue with dancing and games.

Is the DJ invited to eat?  Yes  No If YES, we must be ready to entertain the Kids/Teens as soon as they are done eating. Therefore, we ask that you please make prior arrangements with the caterer so that we may be served (or have access to the buffet) AT THE SAME TIME as the Kids/Teens. Is this OK?  Yes  No

**Candle Lighting Ceremony:**

Yes  No When? \_\_\_\_\_ If you are doing a Candle Lighting Ceremony, use the Candle Lighting Worksheet

Will you need us to provide a microphone for Candle Lighting Ceremony  Yes  No

Candle Lighting include the names of people who will be coming to the cake/candles. Write the names as your child calls them (for example: Mom-Mom Rose and Pop-Pop Marvin, Aunt Carol etc.) The usual order for candle lighting is grand parents, aunts, uncles, cousins, older relatives, younger relatives, parent's friends, child's friends, parents, siblings, and Bar/Bat Mitzvah. The usual amount of candles is 14 (13 candles, one for good luck). Try to group relatives and friends together to keep the amount of candles to 14 as best as possible. If you would like to include a memory candle to acknowledge a deceased loved one, you can also indicate that information on the sheet as well.

The Guest of Honor usually performs candle lighting introductions in the form of a dedicated poem or story. PLEASE MAKE A COPY OF THE POEMS & THE ORDER OF INTRODUCTIONS SO THAT THE DISC JOCKEY CAN FOLLOW ALONG AND PLAY THE CORRECT SONGS AT THE CORRECT TIME.

**Candle Lighting Worksheet (this must be completed and returned one month before show)**

Name(s) \_\_\_\_\_

Song Desired (or DJ's Choice)

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_

7. \_\_\_\_\_

\_\_\_\_\_

8. \_\_\_\_\_

\_\_\_\_\_

9. \_\_\_\_\_

\_\_\_\_\_

10. \_\_\_\_\_

\_\_\_\_\_

11. \_\_\_\_\_

\_\_\_\_\_

12. \_\_\_\_\_

\_\_\_\_\_

13. \_\_\_\_\_

\_\_\_\_\_

14. \_\_\_\_\_

\_\_\_\_\_

Memory: \_\_\_\_\_

\_\_\_\_\_

**Dedication Dances:**

Do you wish to have any special dances? (check which applies)

- Host/Hostess Dance                      Song: \_\_\_\_\_
- Parent and Son/Daughter Dance              Song: \_\_\_\_\_
- Other \_\_\_\_\_                      Song: \_\_\_\_\_

**Hora:**

Please indicate which family members you would like to be lifted in the chair during the Hora. Usually, the Guest of Honor is first, followed by the siblings and then the parents if desired.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Interactive Dances:**

Please select three interactive dances. (More can be done if time allows)

- Macarena
- Electric Slide
- Cotton Eye Joe
- Cha Cha Slide
- Mambo #5
- Hot, Hot, Hot
- YMCA
- Other \_\_\_\_\_

**Grand Finale Dance:** Song? \_\_\_\_\_

Some Examples: New York, New York – Frank Sinatra

Last Dance – Donna Summer

Time of Your Life – Greenday

That’s what friends are for – Dionne Warwick

I had the time of my life – Dirty Dancing Soundtrack

Closing Time – Semisonic