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Bar/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 yourselves, then send the original (**and** song list) 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: (day) _____ (evening) _____

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 – First guests expected to arrive at: _____ Reception ends at: _____

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? _____

We recommend starting off the event, once all the guests are in the room, with a fun high-energy introduction of the Bar/Bat Mitzvah and family members. It's a great way to set the tone for the celebration. Would you like the DJ to introduce the family members and Bar/Bat Mitzvah? Yes; 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: _____

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 the guests to sing to the Bar/Bat Mitzvah after he/she blows out the candles? Yes; No
If yes, "Happy Bar Mitzvah"; "Happy Bat Mitzvah"; "Happy Birthday"

Would you like a special Hora dance? Yes; No

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

We usually like to then include other siblings and parents by raising them in the chair as well. Would you like to include these individuals? Yes; No

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

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:

- 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: _____

Cotton Eyed Joe _____ Love Shack _____

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

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

Lip Sync contest: _____ Karaoke 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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- .
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- .

Please schedule out the tentative agenda below:

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