

# Bar/Bat Mitzvah Planner

## GENERAL INFORMATION

*In order to make your party a success please fill out the following information and return it to us no later than 2 weeks before your event date. This form is for general information only and is not part of the contract for this event.*

Event Date: \_\_\_\_\_ Event Location: \_\_\_\_\_ # Of Guests \_\_\_\_\_

How would you like your Disc Jockey attired?

\_\_\_\_ Formal (Tuxedo) \_\_\_\_ Semi Formal (Coat & Tie) \_\_\_\_ Casual

What type of food service are you having?

\_\_\_\_ Seated Dinner \_\_\_\_ Dinner Buffet \_\_\_\_ Hors d'oeuvres

Dinner Cocktail hour From : \_\_\_\_\_ am/pm TO \_\_\_\_\_ am/pm

## MUSICAL PROGRAM (Categories of music to be played. Please check as many as apply)

\_\_\_\_ 40's \_\_\_\_ 50's \_\_\_\_ 60's \_\_\_\_ Motown \_\_\_\_ 70's \_\_\_\_ Disco \_\_\_\_ Classic Rock \_\_\_\_ 80's \_\_\_\_ 90's  
\_\_\_\_ Love Songs

\_\_\_\_ Country \_\_\_\_ Rap/ Hip Hop \_\_\_\_ Shag/ Beach \_\_\_\_ Swing / Big Band \_\_\_\_ Top 40 \_\_\_\_ Alternative / Rock \_\_\_\_ Ethnic

Would you like your DJ to take requests from the audience \_\_\_\_ YES \_\_\_\_ NO

*The following is a list of popular events done at most Bar/Bat Mitzvahs. They are listed in the order that they generally take place. Preceding each of the following events there is a blank. If you want the event incorporated into your reception, enter the approximate time it should be done. If you do not want the event to be incorporated into your reception write "NO" in the blank.*

## GRAND ENTRANCE

\_\_\_\_\_ **Time**

GRAND ENTRANCE THEME: \_\_\_\_\_  
( Song Title) ( Artist)

HOST & HOSTESS: \_\_\_\_\_

BROTHERS & SISTERS: \_\_\_\_\_

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

**Black Tie Events \* 5715 Lob Court, Norcross Ga. 30092 \*Phone (770) 582-0525 \* Fax (770) 234-6631**

BAR/BAT MITZVAH PLANNER PAGE(2)

CANDLE LIGHTING CEREMONY

<u>Time</u>	<u>Participants</u>	<u>Song</u>
1 <sup>st</sup>	_____	_____
2 <sup>nd</sup>	_____	_____
3 <sup>rd</sup>	_____	_____
4 <sup>th</sup>	_____	_____
5 <sup>th</sup>	_____	_____
6 <sup>th</sup>	_____	_____
7 <sup>th</sup>	_____	_____
8 <sup>th</sup>	_____	_____
9 <sup>th</sup>	_____	_____
10 <sup>th</sup>	_____	_____
11 <sup>th</sup>	_____	_____
12 <sup>th</sup>	_____	_____
13 <sup>th</sup>	_____	_____

OTHER EVENTS

Yes/No *Guest Of Honor in Chair*

Yes/No *Mother & Father in Chair*

\_\_\_\_\_ Time Hamotzi

\_\_\_\_\_ Time Toast      \_\_\_\_\_ *Following Hamotzi*      \_\_\_\_\_ *Before Dinner*

Toast Given By: \_\_\_\_\_

\_\_\_\_\_ Time Guest of Honor Dance Song: \_\_\_\_\_

\_\_\_\_\_ Time Parents Dance Song: \_\_\_\_\_

