

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

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CANDLE LIGHTING CEREMONY

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

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: _____

