



BAR/BAT MITZVAH PROCEDURE FORM

Bar/Bat Mitzvah Child Name: _____

Party Date: _____

Party Theme: _____

Number of guests: _____ Number of children: _____

Location: _____

Hours: _____

(Please note that cocktail hour is sometimes offered in a different area or room than the rest of the party. Please let us know if this is the case, and if you wish us to entertain the children during this time.)

**PLEASE COMPLETE THE FOLLOWING INFORMATION CONCERNING
YOUR UPCOMING PARTY AND RETURN IT TO OUR OFFICE NO
LATER THAN TEN (10) DAYS PRIOR TO YOUR PARTY DATE.**

Introductions (Grand Entrance into the room and usually prior to candle lighting ceremony and hora)

Parents' full names _____ Song _____

Brothers/Sisters names _____ Song _____

_____ Song _____

Bar/Bat Mitzvah Child name _____ Song _____

Blessing:

Name(s) _____
(typically before meal; can be Bar/Bat Mitzvah child, brother, sister, etc.)
(Blessing is usually two parts: prayer for the Challah (Hamotzi) and prayer for the wine)

Toast/Welcome _____
(Parents may wish to welcome their guests, read a poem about their daughter or son,
or offer a toast in honor of the occasion)

***Note:** A Hora may occur at any point during the Bar or Bat Mitzvah. It is recommended at the beginning of the simcha, immediately *following* the Candle Lighting Ceremony, but *before* your meal, to set the tempo of the afternoon or evening.

The Bar/Bat Mitzvah child is sometimes lifted up in a chair during this time, and paraded around the room. Sometimes we include in this, all members of the family, including parents. Please advise on how you would like us to do this.

CANDLE LIGHTING CEREMONY

The Candle Lighting Ceremony may be hosted by the Bar or Bat Mitzvah child, or your Signature DJ MC. Signature DJ's will call up family members and friends you have chosen to come up to the cake to light their specific candle. If your son or daughter will be MC'ing this event, it is customary for them to read a short poem or rhyme.

Music selections for your Candle Lighting should be very festive and upbeat. Different songs may be chosen for each candle and recipient. It is not necessary to have a unique song for each person; sometimes one song can be used for several candles in a row (ie-"We Are Family").

<u>Recipient Name</u>	<u>Relationship</u>	<u>Song Selection</u> (can be for each recipient)
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		

11. _____
12. _____
13. _____
14. _____

***Note: The last 2-3 candles are typically lit by the immediately family members, with the final candle lit by the guest of honor (Bat/Bar Mitzvah child). A memory candle may be lit during any part of the ceremony for those special friends or family members who are no longer with us. Typically, either no music is chosen for this or something soft with which to honor them (ie-Pop-Pop Max,; song-Memory, from Cats).**

Special Dances

There may be a time during the party where you would like to incorporate a special dance with the Bar or Bat Mitzvah child, or honor the host or hostess (possibly their wedding song). We can include these special moments at the most appropriate time, so as not to affect or interfere with the flow of the party.

Host/Hostess: _____ Song: _____

The Host & Hostess will be announced onto the dance floor. Within the first minute of the song, or at the first chorus, we can invite all of your friends and family to join you on the floor.

Bar or Bat Mitzvah Child/Parent: _____ Song: _____

We will invite the Bar Mitzvah boy and his mother, or the Bat Mitzvah girl and her father, to the dance floor to dance to a slow song you have chosen for us. Again, after the first chorus of the song, we can invite all mothers and sons, or fathers and daughters, to join you on the dance floor. Everyone else may also then be invited to join you on the floor.

GAMES/ACTIVITIES/SONGS

Please provide us with a list of the possible games, activities and song suggestions for your upcoming event. The majority of Bat & Bar Mitzvahs last approximately 4-5 hours in length, with Record Hop parties typically 3 hours in length. We play an average of 15-20 songs per hour.

GAMES/ACTIVITIES (LIMBO, COKE/PEPSI, ETC.)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

SONG SELECTIONS

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

SONG & GAME EXCLUSIONS

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

LAST SONG(S) OF THE EVENING (FAST OR SLOW)

1. _____
2. _____
3. _____

CONTACT INFORMATION (Phone Number/E-mail)

Home Phone: _____

Cellular Phone: _____

Work Phone: _____

E-mail Address: _____