



## **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 \_\_\_\_\_

Entrance Song \_\_\_\_\_

Brothers/Sisters names \_\_\_\_\_

Entrance Song \_\_\_\_\_

Brothers/Sisters names \_\_\_\_\_

Entrance Song \_\_\_\_\_

Bar/Bat Mitzvah Child name \_\_\_\_\_

Entrance 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 (Kiddush))

Toast/Welcome \_\_\_\_\_

(Parents may wish to welcome their guests, read a poem about their son  
or daughter, 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.

Up in chair:	Parents	Yes	No	
	Brother(s)	Yes	Yes	No
	Sister(s)	Yes	No	
	Bar/Bat Mitzvah	Yes	No	

## **CANDLE LIGHTING CEREMONY**

The Candle Lighting Ceremony may be hosted by the Bar or Bat Mitzvah child, or your Signature DJ MC. Signature DJs will  
call up family members and friends you have chosen to come up to the cake to light their specific candle. If you daughter  
or son 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"-Sister Sledge.)

**Recipient Name**

**Relationship**

**Song Selection (can be for each recipient or individual)**

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 immediate family members, with the final candle lit by the guest of honor (Bat/Bar Mitzvah child). A memory candle may be lit during any party 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: \_\_\_\_\_

Number of Years Married: \_\_\_\_\_

Anniversary Date: \_\_\_\_\_

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.

### SONG SELECTIONS

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

## **SONG & GAME EXCLUSIONS**

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

## **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: \_\_\_\_\_