

BAR/BAT MIZTVAH PLANNER

Date of Function _____ Guest of Honor _____

Location of event _____ Town _____

Hours of Function _____

Guest arriving at _____ and staying until _____

Cocktail Hour, from _____ to _____ Where? _____

BAR/BAT MITZVAH PARTY

GUEST OF HONOR _____

FATHER _____

MOTHER _____

BROTHER _____

BROTHER _____

SISTER _____

SISTER _____

Special Guests (essential to party) _____

AGENDA

Family entrances: ___ None ___ Traditional ___

Grand Entrance ___ Guest of Honor alone

List names of Family Entrances

Candle Lighting:

Traditional (guest of honor calls up members of family)

___ No Ceremony (blows out candles only)

___ No Ceremony/No Cake ___ Other

Cake Wheeler _____ (usually a younger sibling)

Candleholder _____ (usually a younger sibling)

Sing Happy Bar/Bat Mitzvah? ___ YES ___ NO ___ Applause only

Toast: YES NO

GIVEN BY _____ RELATIONSHIP _____

Kiddish: YES NO

GIVEN BY _____ RELATIONSHIP _____

Motzie: YES NO

GIVEN BY _____ RELATIONSHIP _____

Hora: YES NO

Place a chair on the dance floor? YES NO

TOTAL # OF CHILDREN _____ TOTAL # OF ADULTS _____

Are your children new to Bar/Bat Mitzvahs or have they been to many b
_____ New _____ Semi-experienced _____ Experienced

SUPPORT STAFF

BANQUET MANAGER(NAME & #) _____

PHOTOGRAPHER(NAME & #) _____

VIDEOGRAPHER(NAME & #) _____

OTHER ENTERTAINMENT:

TYPE _____

NAME & NUMBER _____

SPECIAL INTERACTIVE DANCE REQUESTS

Choose your musical preferences

_____ Top 40 current _____ 90's _____ 80's _____ 70's _____
Disco _____ Funk _____ Mowtown _____ 60's _____
50's & 40's(big band) _____

Music that you don't want to hear _____

Contest Requests:

1st _____ 2nd _____ 3rd _____

Game Requests:

1st _____ 2nd _____ 3rd _____

Any Games or Contests that you don't want!

1st _____ 2nd _____ 3rd _____

Special Announcements _____

Absoluter notes for MC to Remember _____

Any additional party favors the client will be supplying

Party Favor Selections For Events Or Parties

- Blues Brothers Glasses(assorted Colors)
- 60's John Lennon Style Glasses(assorted Colors)
- Oversized Foam Hands(assorted Colors)
- Mexican Sombreros
- Tied-dyed Bandanas
- Colored Cowboy Hats
- 1930's Gangster Hats
- Neon Painter's Caps(assorted Colors)
- 60's Peace Necklaces
- Bubble Necklaces
- Metallic Sport Masks
- 60's Peace Earrings
- Neon Maracas
- Tie On Headbands
- Wrist Streamers
- Risky Business Glasses
- Assorted Sun Moon, Star Masks
- Piano Top Hats
- Foam Bow-tie With Collar
- Foam Animal Visors
- Glitter Rope Necklace Assorted Colors
- Blow Up Microphones
- Hawaiian Leis
- Ymca Hats
- Glow Ropes-tri Colored Or Same