

The Event Connection
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BAR/BAT MITZVAH DETAIL SHEETS

This sheet is to be used as a guideline only. Please fill in the information that applies to your event.

Bar/Bat Mitzvah Date & Time: _____

Location of Ceremony: _____

Location of Venue (if different): _____

Telephone Number: _____

Name of Hostess or Maitre D': _____

Name of Photographer: _____

Number of Guests: _____ Number of Kids: _____

Bar/Bat Mitzvah Processional Introductions:

Bar Mitzvah Boy/Bat Mitzvah Girl accompanied by Parents

(Please write difficult names phonetically.)

• Name of Person to say blessing over Challah: _____

• Blessing of Wine (Kiddush): At Temple At Hall (circle one)

***If at hall, name of person to say blessing:

• Time of Candle Lighting Ceremony:

After main course After salad (circle one)

Other: _____

CANDLE LIGHTING CEREMONY

(NOTE: Grandparents usually light the first two candles)

Relationship	First Name	&	First Name	Last Name
1. Grandparents	_____		_____	_____
2. Grandparents	_____		_____	_____
3. _____	_____		_____	_____
4. _____	_____		_____	_____
5. _____	_____		_____	_____
6. _____	_____		_____	_____
7. _____	_____		_____	_____
8. _____	_____		_____	_____
9. _____	_____		_____	_____
10. _____	_____		_____	_____
11. _____	_____		_____	_____
12. _____	_____		_____	_____
13. _____	_____		_____	_____
14. Good Luck Bar/Bat Mitzvah Boy/Girl	_____			

- After Candle Lighting Ceremony Sing: ___ Happy Birthday
 ___ Happy Bat/Bar Mitzvah
 ___ Don't Sing Anything

- First Dance
 Bar Mitzvah Boy & Mother/Bat Mitzvah Girl & Father YES NO (circle one)
 If YES, Song Selection: _____
 Time of First Dance: _____

- CENTERPIECES: Are the Centerpieces to be given away by the DJ?
 YES NO

- Birthdays/Anniversary Announcements:

- Which Games/Special Dances would you like for us to perform?

(Please cross out any games you definitely don't want.) This is only a partial listing.

Coke/Pepsi	Freeze Dance	Huggy Bear
Snowball	Limbo	Hora
Mummy Wrap	Chicken Dance	Funky Musical Chairs
"Late For School"	Hula Hoops	Balloon Games

Dance Contest that may consist of:

Electric Slide	The Twist	Macarena
Achy Breaky	Swing Music	Other

- Please use the following space for your requests:

DO NOT PLAY:

Please return this sheet to The Event Connection no later than two weeks prior to your event. Should you have any questions, please give us a call at 781.963.8300.