

# Bar/Bat Mitzvah Reception Planner

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## Contact Information

Client Name:

Phone:

Bar (boy) / Bat (girl) Mitzvah name:

*(circle one)*

Reception Date:

Setup start time:

Entertainment Start Time:

Entertainment End Time:

## Order of Events

| <u>Sequence</u> | <u>Time</u> | <u>Event</u>  |
|-----------------|-------------|---|
|                 |             | Cocktails   |
|                 |             | Main Reception Start <i>(guests enter main room from cocktails, if cocktails in different room)</i> |
|                 |             | Family Grand Entrance   |
|                 |             | Candle lighting   |
|                 |             | Hora  |
|                 |             | Kiddush   |
|                 |             | Motzi   |
|                 |             | Toast   |
|                 |             | 1st Course <i>(typically 25-30 minutes after Grand Entrance)</i>                                    |
|                 |             | Host/Hostess Dance <i>(followed by open dancing)</i>  |
|                 |             | 2nd Course  |
|                 |             | Open dancing  |

|  |  |   |
|--|--|---|
|  |  | Main Course   |
|  |  | Guest of Honor/Parent Dance <i>(followed by open dancing)</i> |
|  |  | Dessert   |
|  |  | Open Dancing  |
|  |  | Grand Finale  |
|  |  |   |
|  |  |   |
|  |  |   |

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*Note: The printed order of events is only a suggestion. Every reception is different, and this is YOUR reception. Any event may be added, removed, or rearranged as long as it is clearly indicated in the above table.*

### **Location Information**

Name/address of establishment:

Contact Name:

Phone:

Primary room name/location:

Floor:

Do we have to provide music in other room(s) at any time *(such as for cocktail hour)*? If so, what, where and when?:

Directions to reception *(use back or additional sheets if necessary)*:

### **General Information**

Number of guests:

Adults:

Children:

Day School Guest of Honor attends:

Hebrew School Guest of Honor attends:

Party Theme:

Number of courses to be served (including dessert):

Is there "dead air time" during which we shouldn't play?

When?

Tuxedos are the normal outfit for MCs, DJs, and Party Motivators (*full tuxedo for the men, vest in place of jacket/cummerbund for women*). Party dancers (if any) will dress in appropriate, tasteful costumes. If you wish less formal attire, detail preference here:

### **Contact Information For Other Party Professionals**

Please give business name, contact name, phone, and fax for each of the following. Give phonetic pronunciation of difficult names.

Caterer:

Photographer:

Videographer:

Cake maker:

Decorator:

Florist:

Is it OK to acknowledge the above people during the reception?

### **Detailed Information For Specific Events**

#### **Jordan River 2002**

#### **Cocktail Hour**

Is cocktail hour in same room as main reception? If not, what room is it in?

Music for cocktail hour (*suggested genres are soft jazz, soft show tunes, or slow rock*):

#### **Reception Start (Guests enter main reception room from cocktail room)**

*Skip this section if cocktails and reception are in the same room).*

Music to play as guests enter (*high energy dance music recommended*):

Number of songs to play before grand entrance (*recommend 2*):

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### **Reception Grand Entrance / Introductions**

Introductions can be performed by Dancemasters' MC (Master of Ceremonies), or by someone else. *(Requests to change this at the reception will only be honored if given directly by the Parents to the MC).* Who will be performing the introductions?

Suggested order of introductions:

1. Parents *(usually introduced as Host and Hostess, Jane and Bob)*
2. Siblings
3. Guest of Honor

We recommend upbeat music. Some song suggestions follow:

- High-energy techno *(like Twilight Zone by 2 Unlimited)*
- America (Neil Diamond).
- Theme from 2001 A Space Odyssey

Please list those to be introduced during the grand entrance in the order they will be introduced. You can choose different songs for each person or one for the entire group. *Use back or additional sheets if necessary. If you want, interesting tidbits of information about relationships to you can be announced—if so, please write details below each person's name.*

| <u>Name(s)</u> | <u>Phonetic Pronunciation(s)</u> | <u>How to Introduce</u> | <u>Music</u> |
|----------------|----------------------------------|-------------------------|--------------|
|                |                                  |                         |              |
|                |                                  |                         |              |
|                |                                  |                         |              |
|                |                                  |                         |              |

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### **Candle lighting**

A memory candle for deceased relative(s) may be lit by the guest of honor. Typically this is announced by the Guest of Honor, and is done either before the first candle is announced, or before the parents' candle is announced. Alternatively, one of the candles on the cake can be lit as a memory candle— this would be announced at the time of that candle. Will there be a memory candle?

Will the MC or the Guest of Honor be calling the guests up to the cake *(circle one)*?

Include the names of people who will be coming to the cake. Write the names as the Guest of Honor calls them (like "Aunt Rose and Uncle Bob," "Bubbe and Zayde," etc.), and include phonetic pronunciation. The usual order for candle lighting is:

1. Grandparents
2. Aunts
3. Uncles
4. Cousins
5. Older relatives
6. Younger relatives
7. Friends of parents
8. Friends of Guest of Honor
9. Parents
10. Siblings
11. Guest of Honor

The usual number of candles is 14 (*13 candles, one for good luck*). Try to group relatives and friends together to keep the amount of candles to 14 as best as possible. You will also need to choose music to be played while people come up and light the candles. You can have one piece of music serve as background to all of the candles (*we have an upbeat medley of Jewish music specifically designed for this*), or you may want to match a specific song to each person or group of people lighting the candle (*preferably fun and upbeat*). You can have interesting tidbits of information announced as the individuals come up to light the candles. If you want to do this, please write details below each person's name.

### **Candle Lighting List**

| <u>Name(s)</u> | <u>Phonetic<br/>Pronunciation(s)</u> | <u>How to Introduce</u> | <u>Music</u> |
|----------------|--------------------------------------|-------------------------|--------------|
| 1.             |                                      |                         |              |
| 2.             |                                      |                         |              |
| 3.             |                                      |                         |              |
| 4.             |                                      |                         |              |
| 5.             |                                      |                         |              |
| 6.             |                                      |                         |              |
| 7.             |                                      |                         |              |
| 8.             |                                      |                         |              |
| 9.             |                                      |                         |              |
| 10.            |                                      |                         |              |
| 11.            |                                      |                         |              |
| 12.            |                                      |                         |              |

|     |  |  |  |
|-----|--|--|--|
| 13. |  |  |  |
| 14. |  |  |  |

### **Hora**

Please indicate which family members you would like to be lifted in the chair during the Hora:

An alternative to the "usual" Hora is the "This is your life" Hora. The guest of honor would sit in a chair in the center. Guests would join the Hora circle in the order they met child (starting from birth). Do you want to do this?

### **Kiddush**

Who will lead the Kiddush? Write the name as the Guest of Honor would, and include phonetic pronunciation.

Should person leading the Kiddush be introduced, or simply handed the microphone (*circle one*)?

### **Motzi**

Who will lead the Motzi? Write the name as the Guest of Honor would, and include phonetic pronunciation.

Should person leading the Motzi be introduced, or simply handed the microphone (*circle one*)?

### **Toast**

Who will offer the toast to the Guest of Honor? Typically this is the father. Write the name as the Guest of Honor would, and include phonetic pronunciation.

Should person giving the toast be introduced, or simply handed the microphone (*circle one*)?

Will there be other people offering toasts? If so, describe:

After the toast, can the MC ask if "anyone else wants to say something to the Guest of Honor or offer a toast?"

After the toast, can the MC ask if "the Guest of Honor has anything to say?"

## **Host/Hostess Dance**

Song for host/hostess dance (*we recommend a slow, romantic song*):

After which course (*typically after 1st course*):

You can have us invite your guests to join in part way through the above song, or we can invite them up when the next song begins. When do you want us to invite other guests to join in?

## **Guest of Honor/Parent Dance**

Song for guest of honor/parent dance (*we recommend a slow song, some suggestions follow*):

- Unforgettable (Dinah Washington, Natalie Cole, or Nat King Cole)
- Wind Beneath My Wings (Bette Midler)
- Thanks Again (Ricky Skaggs)
- Always and Forever (Atlantic Starr)
- Stand By Me (Ben E. King)

After which course (*typically after main course*):

You can have us invite your guests to join in part way through the above song, or we can invite them up when the next song begins. We can have all fathers/daughters and mothers/sons join you first and invite the rest of the guests to join in one verse later, or we can invite all of the guests (including wedding party) to join in at the same time. When and how do you want us to invite other guests to join in?

## **Grand Finale / Last Dance**

For the second to last song, we suggest getting everyone on the dance floor for a sing-a-long. Some good songs for this are "We're having a party" and "That's What Friends Are For". Is this OK, and if so, please indicate music:

Music for last dance (some suggestions follow):

- Last Dance
- Times Of Your Life
- I've Had the Time of My Life
- New York, New York
- Day-O

## **Games/Contests**

Kids and teenagers tend to finish eating before the adults do. As the kids finish each course, we play games and contests with them to keep them occupied and allow the adults to finish eating.

Listed below are some of the games/contests we are currently playing. Please circle the ones you would like us to do. You can also write in the names of other specific games or contests (*please describe them on back of this page*). *If you don't identify specific contests, the MC will choose appropriate ones.*

- Balloon Stuffing / Parade of Beauties
- Balloon Roulette

- Coke and Pepsi
- Huggy bear
- Hula hoops
- Limbo
- Mummy wrap / Best-dressed snowperson
- Musical People (*musical chairs without the chairs!*)
- Musical Balloons
- Musical Hula Hoops
- Snake

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### **Follow-Along Dances**

If there are any specific dances you would like us to lead, please note them here. Here are some of the dances we are currently doing:

- Agadoo
- Blame it On the Boogie
- Car Wash
- C'mon 'N Ride It (The Train)
- Chicken dance
- Cotton-Eyed Joe (Rednex)
- Dollar Wine Dance
- El Tongoneo (Mestizzo)
- Electric slide
- Get Down Tonight
- Greased Lightning
- Hands Up (*From Club Med*)
- Macarena
- Men In Black
- Maria (Ricky Martin)
- Mony Mony
- Play That Funky Music
- Staying Alive
- Turn the Beat Around
- YMCA

### **List of Songs & Music Types NOT to be played**

*(Use back or additional sheets if necessary)*

### **List of Songs to be played ONLY IF REQUESTED BY A GUEST**

*(Use back or additional sheets if necessary)*

**Music Requests (Songs to DEFINITELY be played)**

*(Use back or additional sheets if necessary)*

*Note that there are specific sections for music for cocktail hour, guest entrance, family entrance, candle lighting, and grand finale, so do not list those songs here.*

| <u>Title/Artist</u> | <u>Notes (specific time to play, person to dedicate to, etc.)</u> |
|---------------------|---|
|                     |   |
|                     |   |
|                     |   |
|                     |   |
|                     |   |
|                     |   |

Jordan River Entertainment 997 Goodacre Lane San Jose, Ca 95125 [www.a-dj.com](http://www.a-dj.com)  
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