

Rob Clark Entertainment
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Bar/Bat Mitzvah Reception Outline

Our objective is to make sure that we provide the very best entertainment for your event. Part of what makes a successful event is adequate planning of the agenda. Please print this and try to include as much information as possible regarding your desired format. Once completed, take a photocopy for yourselves, then send the original (**and** song list) back to our office two weeks before the event. We will then schedule a phone conference to go over **all** the details. Have fun with all the plans!

Client Name: _____

Bar/Bat Mitzvah: _____

Address: _____

Phone: _____

(day) _____ (evening) _____

Date of reception: _____

Location of reception: _____

Address : _____

Directions: _____

Contact Person at reception site: _____

Contact's Phone: _____

Photographer: _____

Phone: _____

Videographer: _____

Phone: _____

Caterer: _____

Phone: _____

Expected number of guests _____ / adults: _____ kids: _____

Time of reception – First guests expected to arrive at: _____ Reception ends at: _____

Will there be a receiving line? _ Yes; _ No. If yes, at Temple? _ or reception site? _

Will the Bar/Bat Mitzvah and family be taking formal pictures? Yes; No
When and where? _____

We recommend starting off the event, once all the guests are in the room, with a fun high-energy introduction of the Bar/Bat Mitzvah and family members. It's a great way to set the tone for the celebration. Would you like the DJ to introduce the family members and Bar/Bat Mitzvah? Yes; No

If yes, please list below the individuals to be introduced (note: please write any hard-to-pronounce names phonetically).

Grandparents of Bar/Bat Mitzvah:

Grandparents of Bar/Bat Mitzvah:

Brothers/Sisters of Bar/Bat Mitzvah:

Brothers/Sisters of Bar/Bat Mitzvah:

Brothers/Sisters of Bar/Bat Mitzvah:

Parents of Bar/Bat Mitzvah:

Bar/Bat Mitzvah:

Will there be a blessing over the wine? Yes; No If yes, by whom:

Will there be a blessing over Challah? Yes; No. If yes, by whom:

Will someone offer a toast and/or welcome? Yes; No. If yes, whom:

Will there be a candle lighting ceremony? Yes; No If yes, when?

After blessings _____ After main course _____ Other: _____

Will the Bar/Bat Mitzvah invite/announce the participants for the ceremony? Yes; No

Will the cake be wheeled in? Yes; No. If yes, by whom:

1st candle: _____

2nd candle: _____

3rd candle: _____

4th candle: _____

5th candle: _____

6th candle: _____

7th candle: _____

8th candle: _____

9th candle: _____

10th candle: _____

11th candle: _____

12th candle: _____

13th candle: _____

Good luck candle:

Would you like the guests to sing to the Bar/Bat Mitzvah after he/she blows out the candles? Yes; No

If yes, "Happy Bar Mitzvah"; "Happy Bat Mitzvah"; "Happy Birthday"

Would you like a special Hora dance? Yes; No

If yes, including raising Bar/Bat Mitzvah on a chair? Yes; No

We usually like to then include other siblings and parents by raising them in the chair as well. Would you like to include these individuals? Yes; No

Will centerpieces be given away? Yes; No. If yes, would you like the DJ to coordinate this? Yes; No

Is there a particular "theme" for the reception? Yes; No. If yes, what: _____

Will there be any other entertainment during the reception (e.g., caricatures, jugglers, clowns, etc.)? Yes; No

If yes, what is the entertainment and when will it be presented?

Contact person for other entertainment:

Phone: _____

Overall, would you like the DJ to cater the music and activities:

exclusively to the Bar/Bat Mitzvah and his/her friends

primarily to the Bar/Bat Mitzvah and his/her friends but also include adults

evenly to Bar/Bat Mitzvah and his/her friends **and** the adults

Special requests for **songs** that Bar/Bat Mitzvah would like (continue on back if necessary):

Specific **songs** that the Bar/Bat Mitzvah does NOT want:

Some games, activities, special dances that the Bar/Bat Mitzvah may like -- Please indicate by a "**Yes!**" if it is something you absolutely would like; "**Maybe**" if it is something you might like, depending on what the atmosphere and mood is; or "**No**" if it is something that you absolutely do NOT want, even if your friends request it.

Karaoke! with professional equipment that displays lyrics on color TV monitor:

Electric Slide: _____ Cha Cha Slide: _____ Chicken Dance: _____
Cotton Eyed Joe _____ Love Shack _____ Limbo contest: _____
Hoola Hoop contest: _____ Snowball dance: _____ Coke/Pepsi contest: _____
"Huggy Bear" contest: _____ Balloon stomp contest: _____ Lip Sync contest: _____
Karaoke contest _____ Dance contest: _____ Trivia contest: _____
Musical chairs: _____ Musical "people": _____ Scavenger hunt for
signatures: _____ Freeze Dance contest: _____ Party Train: _____
Hokey Pokey: _____ Toilet paper mummy wrap (with clean-up afterwards, of
course!): _____ Basketball Slam-Dunk contest (with 6 ft. rim and nurf
ball!): _____
Others:

Prizes that the Bar/Bat Mitzvah's family will be providing for various games, activities, and contests:

[Note: we recommend that the family provide several (e.g., about a dozen) CDs as prizes. If you would like, as a convenience, we would be happy to do the "running" for the family and pick up the most current singles for you the week of the event, then simply add that cost to the balance.]

Props and other "give-aways" that the Bar/Bat Mitzvah's family will be providing:

Any other special announcements, presentations, or special instructions:

Please schedule out the tentative agenda below:

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