

Client:

Event Date:

BAR/BAT MITZVAH ITINERARY

CONTACT INFORMATION

****PLEASE NOTE: THIS FORM MUST BE COMPLETED AND SUBMITTED 14 DAYS PRIOR TO THE EVENT DATE. ANY FINAL CHANGES MUST BE COMMUNICATED DIRECTLY TO OUR OFFICE AS THIS FORM WILL BE LOCKED. IF THE FORM LOCKS YOU OUT BEFORE YOUR LOCK OUT DATE NOTIFY US TO UNLOCK YOU.**

Bar/Bat Mitzvah's Name

Parent's Name

Bar/Bat Mitzvah Date

Phone Numbers (please include area code)

Home	Cell

Email

DJ Attire

Other - please specify

Total number of guests attending

Total number of children (ages 5-14) This is very important and can effect the games & prizes

Boys	Girls

VERY IMPORTANT: PLEASE HIT THE SAVE BUTTON EVERY 5 MINUTES OR SO: DO NOT WALK AWAY FOR A LONG PERIOD OF TIME WITH OUT SAVING AND CLOSING THE WINDOW OUT, THIS COULD CAUSE YOUR WHOLE FORM TO GO BLANK.

FACILITY INFORMATION

****PLEASE NOTE: The DJ requires one 8' table with cloth and skirt. Please advise the facility of this requirement.**

Name of Facility

Address of Facility

Name of Room/Floor

Contact Name (Banquet Manager or Caterer)

Phone Number

Start & End Time

****PLEASE NOTE: The start & end time should reflect the same as our contract. If there are any changes, we need to be contacted immediately.**

COCKTAIL INFORMATION

Cocktail Time

**PLEASE NOTE: If we will be providing the music for the cocktail and it will be in a different location than the party, there may be an additional charge for the additional system.

Will the cocktail hour for the adults be held in the same location as the party?

Other - please specify

Additional sound system required?

Will the cocktail hour for the kids be held in the same location as the party?

Other - please specify

Additional sound system required?

INTRODUCTIONS

Will there be introductions?

Parent's Name

Siblings

Guest of Honor

BLESSINGS - TRADITIONS

Will a Havdalah service be done?

Will a Hamotzi be done?

If yes, given by

Will a Kiddush be done?

If yes, given by

Would you like to do the Hora and when?

Who will be lifted in the chair?

Will a parent welcome speech be done?

If yes, given by

Candle Lighting Song Suggestions

Copy & Paste this link in your web browser & save to favorites <http://www.ctbarmitzvah.com/>

CANDLE LIGHTING CEREMONY

Generally the candlelighting order is as follows: Memory candle or candles, grandparents, aunts & uncles, cousins, family friends, neighbors, mitzvah's friends (school, camp, temple friends, etc.), siblings, parents and then the mitzvah.

****PLEASE NOTE:** Please bring an additional candle with candle guard so that the other candles can be lit safely by the Guest of Honor.

Who will read the ceremony?

Candle 1 (Memory)

Person(s)	Song Title & Artist/Band

Candle 2

Person(s)	Song Title & Artist/Band

Candle 3

Person(s)	Song Title & Artist/Band

Candle 4

Person(s)	Song Title & Artist/Band

Candle 5

Person(s)	Song Title & Artist/Band

Candle 6

Person(s)	Song Title & Artist/Band

Candle 7

Person(s)	Song Title & Artist/Band

Candle 8

Person(s)	Song Title & Artist/Band

Candle 9

Person(s)	Song Title & Artist/Band

Person(s)	Song Title & Artist/Band

Candle 10

Person(s)	Song Title & Artist/Band

Candle 11

Person(s)	Song Title & Artist/Band

Candle 12 (Sibling)

Person(s)	Song Title & Artist/Band

Candle 13 (Parents)

Person(s)	Song Title & Artist/Band

Candle 14 (Guest of Honor)

Person(s)	Song Title & Artist/Band

Special Instructions

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After candle lighting, would you like to sing
Happy Birthday?

If yes, please provide birthdate

DINNER

Is this a Kosher Event

If this is Kosher will dairy be allowed

Meal type

Number of courses

Will a meal be provided for the entertainment?

ACTIVITIES & GAMES

Please select up to 7 activities that you would like to do

Other - please specify

Select \$10 Gift Card Choice (1 person winner)

Other

Select \$5 Gift Card Choice (2 person winner)

Other - please specify

Prizes for group winners

Please select any line dances that you would like to do

Other

SPECIAL DANCES - REQUESTS

Will there be a special dance for child & parent?

If yes,

Song title	Artist/Band

Will there be a special dance for host & hostess?

If yes,

Song title	Artist/Band

Last song

Song title	Artist/Band

Special instructions

EXTRAS

If interested in adding the following, please call us for pricing & availability:

Other - please specify

How would you prefer to pay the balance of your account?

Credit card payments

IS YOUR ITINERARY COMPLETE?

For continuous improvement, please share any feedback on this form with us. Thank you!

****PLEASE NOTE: FOR OUR PLANNING PURPOSES, THIS FORM WILL BE LOCKED 2 WEEKS PRIOR TO YOUR EVENT DATE. Any changes that need to be added after your account has been locked will need to be communicated to our office directly.**