

## Bar/Bat Mitzvah Information Sheet Instructions

Your information sheet contains several categories in which you'll be asked to fill in appropriate information. Here are some explanations to make filling out this sheet easier.

**Family Information:** Include names of immediate family members, including stepparents, if applicable, and how you would like the MC to announce them.

**Grand Entrance:** Include your names (as host and hostess), names of brothers and sisters and the guest of honor. Choose a song to accompany each person walking in. You can choose different songs for each person or one for the entire group. We recommend upbeat music.

**Candle Lighting:** Include the names of people who will be coming to the cake. Write the names as your child calls them. (For example: Mom-Mom Rose and Pop-Pop Marvin, Aunt Carol, Uncle Steve, Cousins Amy and Justin, etc.) 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. Siblings
10. Parents
11. Guest of Honor

The usual amount 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. It is perfectly okay if there are less than 14. If you would like to include a memory candle to acknowledge a deceased loved one, you can also indicate that information on the sheet as well. *The memory candle is customarily the first candle.*

You'll also need to choose songs to coordinate with each candle. 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*). Song suggestions for the candle lighting ceremony may be found on our website at "[www.adlerentertainment.com](http://www.adlerentertainment.com)". Click on "Bar/Bat Mitzvahs" and then on "Candle lighting Songs". Don't hesitate to give us a call if you need more suggestions.

***Please provide us with a copy of the candle lighting poems or limericks. This will be extremely helpful in assuring a smooth running ceremony.***

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

**Welcome, Toast, Motzi, Kiddush:** Please indicate which guests will be performing these honors. Please note that a Kiddush is sometimes not performed at the reception. Please ask your caterer.

**Special Announcements:** If appropriate, indicate if there are any special announcements about any guests that you'd like the MC to make: birthdays, anniversaries, engagements, marriages, etc.

**Special Dances:** The Host/Hostess Dance and Guest of Honor/Parent Dance generally take place right after the first and main courses or after the main course and the dessert. Please indicate which songs you would like to hear for these dances. We will be happy to give you suggestions.

# Bar/Bat Mitzvah Information Sheet

**Family Information**

Guest Of Honor \_\_\_\_\_

Bro/Sis \_\_\_\_\_

Parents \_\_\_\_\_

Grandparents:

Mother's: \_\_\_\_\_ (what child calls them)

Father's: \_\_\_\_\_ (what child calls them)

**Grand Entrance**

Name

Song

Host/Hostess \_\_\_\_\_ / \_\_\_\_\_

Bro/Sis \_\_\_\_\_ / \_\_\_\_\_

Bro/Sis \_\_\_\_\_ / \_\_\_\_\_

Bro/Sis \_\_\_\_\_ / \_\_\_\_\_

Guest of Honor \_\_\_\_\_ / \_\_\_\_\_

**Welcome/Toast:** \_\_\_\_\_

**Kiddush:** \_\_\_\_\_

**Motzi:** \_\_\_\_\_

Helpful Hint: Be sure to find out if you or the caterer will provide the challah for the motzi and candles for the candle lighting.

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

Name

Song

1. \_\_\_\_\_ / \_\_\_\_\_

2. \_\_\_\_\_ / \_\_\_\_\_

3. \_\_\_\_\_ / \_\_\_\_\_

4. \_\_\_\_\_ / \_\_\_\_\_

5. \_\_\_\_\_ / \_\_\_\_\_

6. \_\_\_\_\_ / \_\_\_\_\_

7. \_\_\_\_\_ / \_\_\_\_\_

8. \_\_\_\_\_ / \_\_\_\_\_

9. \_\_\_\_\_ / \_\_\_\_\_

10. \_\_\_\_\_ / \_\_\_\_\_

11. \_\_\_\_\_ / \_\_\_\_\_

12. \_\_\_\_\_ / \_\_\_\_\_

13. \_\_\_\_\_ / \_\_\_\_\_

14. \_\_\_\_\_ / \_\_\_\_\_

★ **For a smooth running ceremony, please mail or fax us a copy of the poems or limericks for the candle lighting.** ★

**SING HAPPY BAR/BAT MITZVAH** (at the end of the candle lighting): Yes  No

**Hora:** To Be Lifted In Chair \_\_\_\_\_

**Special Dances**

Host/Hostess \_\_\_\_\_

Bar/Bat & Parent \_\_\_\_\_

**Special Announcements:** \_\_\_\_\_

\_\_\_\_\_



## *Bar/Bat Mitzvah Reception Itinerary*

### Contact Information

Name:

Phone:

Bar / Bat Mitzvah name:  
*(circle one)*

Reception Date:

Setup start time:

Entertainment Start Time:

End Time:

### Order of Events

Sequence	Time	Event
		Cocktails
		Main Reception Start <i>(guests enter main room from cocktails, if cocktails in different room)</i>
		Family Grand Entrance
		Welcome/Toast
		Candle lighting <i>(Can also take place right after the meal)</i>
		Kiddush
		Motzi
		Meal <i>(PLEASE CIRCLE ONE: Sit-down or Buffet)</i>
		Hora
		Open Dancing
		Host/Hostess Dance <i>(followed by open dancing)</i>
		Guest of Honor/Parent Dance <i>(followed by open dancing)</i>
		Dessert
		Open Dancing
		Grand Finale

*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.*