



Premier Entertainment

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Client Information Sheet Instructions

The *Bar/Bat Mitzvah Planner* contains several categories in which you will be asked to fill in the appropriate information. Here are some explanations to make filling out this planner easier. Please fill out all pages. The client information sheet instructions and music lists are yours to keep. Please complete and return forms 1,2, and 3 (suggest making a copy for your records).

Initial information:

Includes the names of immediate family members and how you would like the MC to announce them.

Grand Entrance:

Introductions can be performed by the MC or someone else (relative or friends). You can choose different songs for each person or one for the entire group. We recommend upbeat music.

Candle Lighting:

Typically this is announced by the Guest of Honor. Include the names of the people who will be coming to the cake. Write the names as the Guest of Honor calls them.

The usual order of candle lighting is: Grandparents, Aunts, Uncles, Cousins, older relatives, younger relatives, friends of parents, friends of Guest of Honor, Parents, siblings, and 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 during the candle lighting. You may choose all Jewish music (we have an upbeat medley specifically designed for this), or any other song (preferably upbeat), or a combination of both. You may want to match a specific song to each person or group of people lighting the candle.

Hora:

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

Motzi (Blessing of the challah), Kiddish (Blessing over the wine), Toast:

Please indicate which guests will be performing these honors. Please note that a Kiddish is sometimes not performed at the reception. On Shabbat (Shabbos) you will need two challahs, one for the morning, one at night.

Special Announcements:

If appropriate, indicate if there are any special announcements about any guests that you would like the MC to make (birthdays, anniversaries, engagements, marriages, etc).

Special Dances:

Please indicate which songs you would like to hear for the Host/Hostess Dance, Guest of Honor and Friend Dance (if appropriate), and Guest of Honor and Parent Dance.

Grand Finale:

This is the second to last song of the event. For this we suggest getting everyone on the dance floor for a sing-along. Ex. "That's What Friends Are For".

Last Dance:

The last song of the event. Example "Last Dance", "New York, New York".

Where additional space is needed, please write on back of sheets or additional sheets of paper.

Bar/Bat Mitzvah for _____

Parents _____

Brothers/Sisters _____

Grandparents (Mother) _____

Grandparents (Father) _____

Number of : guests _____ Adults _____ Children _____ (boys) _____ (girls) _____

Arrival/Set up Time _____ Party Time _____ – _____

Catering Facility

Name / Location _____

Phone # _____ Contact _____

Cocktail Hour

Time _____ - _____ Location: In main room (Yes/No) _____

Type of Music _____

Grand Entrance

MC (Yes/No) _____ If No – who? _____

Host/Hostess _____ / _____

Brother/Sister _____ / _____

Brother/Sister _____ / _____

Brother/Sister _____ / _____

Brother/Sister _____ / _____

Guest of Honor _____ / _____

Candle Lighting Sheet

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Who Will Announce the Candle Lighting? circle one Guest of Honor or Premier Entertainment's MC

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Bar/Bat Mitzvah Planning Sheet

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Hora (who will be raised in the chair)

Guest of Honor _____

Family Members _____

Motzi _____

Kiddish _____

Toast _____

Special Dances

Host/Hostess _____

Guest of Honor & Friend _____

Guest of Honor & Parent _____

Special Announcements/Events

Wild Guests

Music Requests – Songs & types of music preferred by Guest of Honor

Music Requests – Songs & types of music preferred by parents

Grand Finale _____

Last Dance _____

SONG IDEAS

GRANDPARENTS

Boogie Woogie Bugle Boy	Andrew Sisters	Can't Help Falling In Love	Elvis Presley
I Just Called To Say I Love You	Stevie Wonder	It Had to Be You	Harry Conick, Jr.
Everything I Do	Bryan Adams	In The Mood	Glen Miller
Have I Told You Lately	Van Morrison	New York, New York	Frank Sinatra
My Way	Frank Sinatra	Love Theme (St. Elmo's Fire)	Soundtrack
You Are The Sunshine Of My Life	Stevie Wonder	Unforgettable	Nat King & Natalie
Cole Sunrise Sunset	Fiddler On The Roof	What A Wonderful World	Louis Armstrong
Tradition	Fiddler On The Roof	Through The Years	Kenny Rogers
Times Of Your Life	Paul Anka	Unchained Melody	Righteous Brothers
To Life	Fiddler On The Roof	Young At Heart	Frank Sinatra

AUNTS, UNCLES, AND COUSINS

All You Need Is Love	Beatles	Celebration	Kool And The Gang
Do Wah Diddy	Manfred Mann	Ease On Down The Road	The Wiz Soundtrack
Everybody, Everybody	Black Box	Fun, Fun, Fun	Beach Boys
I Feel Good	James Brown	I'm So Excited	Pointer Sisters
Love Me Do	Beatles	Respect	Aretha Franklin
I Saw Her Standing There	Beatles	Tequila	Champs
I Just Called To Say I Love You	Stevie Wonder	The Wanderer	Dion
Twist & Shout	Beatles	Taking Care Of Business	BTO
We Are Family	Sister Sledge	What I Like About You	Romantics
Where's The Party	Madonna	Uptown Girl	Billy Joel

FRIENDS

A.B.C.	Jackson Five	Bad Boys	Inner Circle
A Little Help From My Friends	Beatles	Friends	Bette Midler
Friends	Jodi Watley	Girls Just Want To Have Fun	Cindy Lauper
Hip Hop Hooray	Naughty By Nature	You Got A Friend	James Taylor
I'll Be There For You	Rembrandts	Lean On Me	Club Nouveau
Everybody, Everybody	C&C Music Factory	That's What Friends Are For	Dion Warwick
The Boys Are Back in Town	Bus Boys	We Go Together	Grease
We Will Rock You	Queen	What's Up	DJ Meko
Whoomp There It Is	Tag Team	Men In Black	Will Smith

PARENTS

Can You Feel The Love Tonight	Elton John	Everything I Do	Bryan Adams
Have I Told You Lately	Van Morrison	Can't Smile Without You	Barry Manilow
Greatest Love Of All	Whitney Houston	Stand By Me	Ben E. King
Through The Years	Kenny Rogers	Wind Beneath My Wings	Bette Midler
You're The Inspiration	Chicago		

BROTHERS AND SISTERS

Bad To The Bone	George Thorogood	Born To Be Wild	Steppenwolf
Brown Eyed Girl	Van Morrison	I'm Too Sexy	Right Said Fred
My Girl	Temptations	Pretty Women	Roy Orbison
Rocky	Soundtrack	Supermodel	Rupaul
Wild Thing	Tone Loc	Yo Little Brother	Nolan Thomas
Get Ready For This	2 Unlimited	Havin' A Party	Southside Johnny
Girls Want To Have Fun	Cindi Lauper	Do Wah Diddy	Manfred Mann
Yakety Yak	Coaster	Men In Black	Will Smith
Getting Jiggy With It	Will Smith		