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Mitzvah Client 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.

Initial Information: Include names of immediate family members, including step- parents, if applicable, and how you would like the MC to announce them.

Grand Entrance: Include your names (as host and hostess), names of siblings, 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.

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 grandparents, aunts, uncles, cousins, older relatives, younger relatives, parent's friends, child's friends, parents, siblings, and Bar/Bat Mitzvah. 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. 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.

You'll also need to choose songs to coordinate with each candle. You may choose all Jewish music, any other song (preferably upbeat), or combination of both. You may want to match a specific song to each person or group of people lighting the candle. If you don't have specific preferences for songs, our MC's will choose the upbeat music for you to complement each candle.

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

Motzi, Toast, Kiddish: Please indicate which guests will be performing these honors. Please note that a Kiddish 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: Please indicate which songs you would like to hear for the Host/Hostess Dance, Bar/Bat and Friend Dance (if appropriate), and Bar/Bat and Parent Dance. Your MC will be happy to give you suggestions for these dances. On the back of the Client Information Sheet, you may indicate your musical requests and exclusions.

Client Information Sheet

Bar/Bat Mitzvah _____

Bro/Sis _____

Parents _____

Grandparents:

Mother's _____

(What child calls them) _____

Father's _____

(What child calls them) _____

#Adults _____ #Children _____ #Boys _____ #Girls _____

Cocktail Hour: _____ to _____ Kids Location _____ Adult Location _____

Reception Time _____ to _____ Theme _____

Production Details

Do You Have A Photo Booth? YES / NO Provided by: _____

Do You Have A Montage? YES / NO Who is Producing Montage? _____

Do You Have A Gobo? YES / NO Who Is Creating The Logo? _____

Do You Have Up-Lighting YES / NO Color Up-Lighting: _____ Provided by: _____

Do You Have Screens? YES / NO Provided by: _____

Grand Entrance	Name	Song
Host/Hostess	_____ / _____	_____
Bro/Sis	_____ / _____	_____
Bro/Sis	_____ / _____	_____
Bro/Sis	_____ / _____	_____
Bro/Sis	_____ / _____	_____
Guest of Honor	_____ / _____	_____

Speech/Toast _____ Motzi _____ Kiddish (if app.) _____

Candle Lighting Sheet

	Name	Song/Artist
1.	_____ / _____	_____
2.	_____ / _____	_____
3.	_____ / _____	_____
4.	_____ / _____	_____
5.	_____ / _____	_____
6.	_____ / _____	_____
7.	_____ / _____	_____
8.	_____ / _____	_____
9.	_____ / _____	_____
10.	_____ / _____	_____
11.	_____ / _____	_____
12.	_____ / _____	_____
13.	_____ / _____	_____
14.	_____ / _____	_____
15.	_____ / _____	_____

Who will be reading? (Circle) **Guest of Honor** **MC** **Other**

Typical Candle Lighting Order

- Memory Candle
- Grandparents
- Aunts & Uncles
- Cousins
- Parent's Friends
- Bar/Bat Mitzvah's Friends
- Siblings
- Parents
- Bar/Bat Mitzvah

Hora: (To Be Lifted In Chair) _____

Special Announcements: _____

Special Dances:

Host/Hostess Dance _____

Bar/Bat & Parent Dance _____

Courses:

Time

Kids

Adult

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Will There Be Any Dedications/Speeches By Friends? YES OR NO

When Would You Like This To Happen? _____

Vendor Information:

Catering Facility:

Contact:

Address:

Phone:

Caterer: _____

Photographer's Name/Phone: _____

Videographer's Name/Phone: _____

Party/Event Planner: _____

Additional Mitzvah Information Notes:



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