



Get On Up Entertainment
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Bar/Bat Mitzvah Reception Planner

Don't worry if you don't have all of the information to complete this planner. Fill in the information you are sure about, and we will help you complete it when we get together for the planning consultation.

Contact Information

Client name: _____ Phone/Email: _____
 Bar (boy) / Bat (girl) (circle one) Mitzvah name: _____
 Reception Date: _____ Setup Start Time: _____ Entertainment Start Time: _____ End Time: _____

Order of Events

Sequence	Time	Event
		Guests Arrive
		Cocktail Hour
		Main Reception Start (<i>guests enter main room from cocktails, if cocktails in different room</i>)
		Family Grand Entrance
		Candle Lighting
		Hora
		Kiddush
		Motzi
		Toasts (<i>make sure champagne has been poured!</i>)
		Salad (<i>typically 25–30 minutes after Grand Entrance</i>)
		Host/Hostess Dance (<i>followed by open dancing</i>)
		Main Course
		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.

Remember to review this schedule with your caterer! '~' means approximate time.

Location Information

Name/address of establishment: _____
 Contact name: _____ Phone: _____
 Primary room name/location: _____ Floor: _____
 Do we have to provide music in other room(s) at any time (*such as for cocktail hour*)? If so, what, where and when?: _____
 Directions to reception (*use additional sheets if necessary*): _____

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General Information

Number of guests: _____ Children: _____
 Day School Guest of Honor attends: _____ Hebrew School Guest of Honor attends: _____
 Party Theme: _____
 Number of courses to be served (including dessert): _____
 Are you/the caterer providing meals for the entertainment staff? _____
 Will the caterer be using the dance floor for a buffet during the cocktail hour? _____ During the main course? _____
 Does the caterer need everyone seated to take orders for the main course? _____ If yes, when and for how long? _____
 Is there "dead air time" during which we shouldn't play? _____ When? _____
 Tuxedo pants, shirts, and gold musical note vests are the normal outfit for MCs, DJs, and Party Motivators. Party dancers (if any) will dress in appropriate, tasteful costumes. If you wish different attire, detail preference here: _____

Contact Information For Other Party Professionals

	Name	Phone	Fax	Booked From-To
Caterer				
Banquet Hall/Venue				
Planner/Coordinator				
Photographer				
Videographer				

Cocktail Hour

Is cocktail hour in same room as main reception? _____ If not, what room is it in? _____
 Music for cocktail hour: _____

Reception Start (Guests enter main reception room from cocktail room)

Music to start with (*high-energy dance music recommended*): _____

Reception Grand Entrance / Introductions

Introductions can be performed by Get On Up Entertainments' MC (Master of Ceremonies), or by someone else. (*Requests to change this at the reception will only be honored if given directly by the Parents to the MC.*) Who will be performing the introductions? _____

Suggested order of introductions:

1. Parents (*usually introduced as Host and Hostess, Bob and Jane*)
2. Siblings
3. Guest of Honor

We recommend upbeat music. Some song suggestions follow:

- High-energy techno (*like Twilight Zone by 2 Unlimited*)
- Party Time (Gloria Estefan)
- America (Neil Diamond)
- Man, I Feel Like a Woman (Shania Twain)
- Theme from 2001 A Space Odyssey

Please list those to be introduced during the grand entrance in the order they will be introduced. You can choose different songs for each person or one for the entire group. *Use additional sheets if necessary. If you want, interesting tidbits of information about relationships to the guest of honor can be announced—if so, please write details below each person's name.*

<u>Name(s)</u>	<u>Phonetic Pronunciation(s)</u>	<u>How to Introduce</u>	<u>Music</u>
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Candle lighting

A memory candle for deceased relative(s) may be lit by the guest of honor. Typically this is announced by the Guest of Honor, and is done either before the first candle is announced, or before the parents' candle is announced. Alternatively, one of the candles on the cake can be lit as a memory candle—this would be announced at the time of that candle. Will there be a memory candle?

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

Include the names of people who will be coming to the cake. Write the names as the Guest of Honor calls them (like "Aunt Rose and Uncle Bob," "Bubbe and Zayde," etc.), and include phonetic pronunciation. The usual order for candle lighting is:

- | | | |
|-----------------|------------------------------|--------------------|
| 1. Grandparents | 5. Older relatives | 9. Parents |
| 2. Aunts | 6. Younger relatives | 10. Siblings |
| 3. Uncles | 7. Friends of parents | 11. Guest of Honor |
| 4. Cousins | 8. Friends of Guest of Honor | |

The usual number of candles is 14 (*13 for age, one for good luck*). Try to group relatives and friends together to keep the amount of candles to 14 as best as possible. You can have interesting tidbits of information announced as the individuals come up to light the candles. If you want to do this, please write details below each person's name.

You will also need to choose music to be played while people come up and light the candles. 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*). The total ceremony takes about 15 minutes.

<u>Candle Lighting List</u>			
<u>Name(s)</u>	<u>Phonetic Pronunciation(s)</u>	<u>How to Introduce</u>	<u>Music</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

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Hora

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

Kiddush

Who will be introduced to say the Kiddush blessing? Write the name as the Guest of Honor would, and include phonetic pronunciation.

Motzi

Who will be introduced to say the Motzi blessing? Write the name as the Guest of Honor would, and include phonetic pronunciation.

Toast

Who will be introduced to offer the toast to the Guest of Honor? Typically this is the father. Write the name as the Guest of Honor would, and include phonetic pronunciation.

Will there be other people offering toasts? If so, describe:

After the toast, will the Guest of Honor want to say something? *This is a wonderful opportunity to welcome everyone and to do any special acknowledgements, such as guests who have traveled a long distance or friends or family who have contributed in the preparation of the ceremony or reception. This is a fun and memorable alternative to the typical, time-consuming receiving line.*

Host/Hostess Dance

Song for host/hostess dance (*we recommend a slow, romantic song*):

After which course (*typically after 1st course*):

You can have us invite your guests to join in partway through the above song, or we can invite them up when the next song begins. When do you want us to invite other guests to join in?

Guest of Honor/Parent Dance

Song for guest of honor/parent dance (*we recommend a slow song, some suggestions follow*):

- Unforgettable (Dinah Washington, Natalie Cole or Nat King Cole)
- Wind Beneath My Wings (Bette Midler)
- Always and Forever (Heatwave or Luther Vandross)
- You Raise Me Up (Josh Groban)
- Stand By Me (Ben E. King)

After which course (*typically after main course*):

You can have us invite your guests to join in partway through the above song, or we can invite them up when the next song begins. We can have all fathers/daughters and mothers/sons join you first and invite the rest of the guests to join in one verse later, or we can invite all of the guests to join in at the same time. When and how do you want us to invite other guests to join in?

For some people, a special dance with a Stepfather, Uncle, Brother, or close family friend is done in lieu of, or in addition to, a parents dance. Please indicate any other special dances here:

Grand Finale

Before the last dance, we can organize guests into a circle around the guest of honor, pass the mic around, and allow them to each offer best wishes. Do you want to do this? To what song (*we suggest That's What Friends Are For*)?

Music for last dance (some suggestions follow):

- Last Dance (Donna Summer)
- I've Had the Time Of My Life (from Dirty Dancing)
- "You're the One That I Want (from Grease) followed by "Walking On Sunshine"
- Shout (Isley Brothers)
- Times Of Your Life (Paul Anka)
- New York, New York (Frank Sinatra)
- Day-O (Harry Belafonte)

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Table Photos/Interviews

Please indicate the points (if any) during the reception when you and your photographer want everyone to remain seated for table photos:

Please indicate the points (if any) during the reception when you and your videographer want everyone to remain seated for table interviews:

If the photographer or videographer requests it, do you want us to clear the dance floor or delay the start of dancing for the completion of table photos and/or interviews?

Follow-Along Dances

If there are any specific dances you would like us to lead, please note them here. Here are some of the dances we are currently doing:

- Agadoo
- Blame It On The Boogie
- Car Wash
- Cha Cha Slide
- Chicken Dance
- C'mon 'N Ride It (The Train)
- Conga Line
- Cotton-Eyed Joe (Rednex)
- Cup Of Life (Ricky Martin)
- Dollar Wine Dance
- El Tongoneo (Mestizzo)
- Electric Slide
- Get Down Tonight
- Greased Lightning
- Hands Up (from Club Med)
- Hokey Pokey
- Hold Your Head (Bahamas)
- Kung Fu Fighting (Bus Stop)
- Let It Whip
- Lindy (swing)
- Macarena
- Mambo Number 5
- Maria (Ricky Martin)
- Men In Black
- Mony Mony
- Piano Man
- Play That Funky Music
- Runaround Sue
- Shout
- Staying Alive
- Swing Engine
- Turn The Beat Around
- Walk This Way (Run DMC)
- Wild Wild West (Will Smith)
- YMCA

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List Of Songs & Music Types NOT To Be Played (Use back or additional sheets if necessary)

List Of Songs To Be Played ONLY IF REQUESTED BY A GUEST (Use back or additional sheets if necessary)

Music Requests (Songs to DEFINITELY be played) (Use back or additional sheets if necessary)

Try to put only 5-10 MUST PLAY requests here, and list additional requests in the next section to be played if time permits. There are specific sections for music for cocktail hour, guest entrance, family entrance, candle lighting, and grand finale; do not list those songs here.

Title/Artist

Notes (specific time to play, person to dedicate to, etc.)

Additional Notes (Use back or additional sheets if necessary)

If there is anything else we need to know to ensure your reception flows smoothly, please list the details here. In particular:

- If you feel we need to be aware of Any sensitive information regarding your event, family, or guests
- If you are having a video presentation, a singer, musicians, fraternity/sorority serenade, centerpiece giveaway, or any other personalized additions that will make your party unique