



Bar/Bat Mitzvah Worksheet

Event Date _____ Event Times Contracted with GDTE _____

Venue _____ Venue Contact _____

Party Planner Name and Contact Info, if applicable _____

Photographer _____ Videographer _____

Guest Count (Children) Boys _____ Girls _____ Guest Count (Adults) _____

This worksheet contains several categories in which you will be asked to fill in appropriate information. It is important that you fill out as much as you can. Here are some explanations that will help make filling out the worksheet easier:

Initial Information: Include names of immediate family members and how you would like the MC to announce them.

Grand Entrance: Include your names (as host/hostess), names of siblings and the guest of honor. Choose a song to accompany each person walking in if the intros are their entrance. If you choose to have introductions early in the event, perhaps during the opening dance set, we recommend you let us choose the music.

Candle Lighting: Include the names of the people who will be coming to the cake. The usual order for Candle Lighting is grandparents, aunts, uncles, cousins, older relatives, younger relatives, parent's friends, guest of honor's friends, parents, siblings and guest of honor.

The customary number of candles is 14 (13 plus for one good luck), however, nobody is counting, so if you have more or less candles, don't worry.

If you would like to include a memory candle, please indicate that it is:

a "candle in memory of _____." The memory candle should be the first candle lit.

You may also choose songs to coordinate with each candle. For example, if an aunt or uncle are from Florida, then, perhaps, "Miami" by Will Smith might be appropriate. You do not have to pick a song for everyone, however, if you choose not to pick the song, please give us some basic information about the person(s) and we will assist in choosing an appropriate upbeat song.

If you do decide to individualize each song as indicated above, we require the list two weeks prior to event date.

Hora: Please indicate which immediate family members you would like lifted in the chair during the Hora. **Kiddush, Motzie, Toast:** Please indicate which guests will be performing these honors

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

Special Dances: Please indicate which songs you would like to hear for the Bar/Bat and Parent dance. We are happy to give you suggestions for these dances. These dances are not mandatory.

The likelihood of adult participation on the dance floor dramatically increases when the hosts are on the dance floor.

The event meal will be Buffet Plated

Courses being served _____

Are you having a Candle Lighting Ceremony? Yes No

Bar/Bat Mitzvah Guest of Honor: _____

Parents _____

Siblings (please include names and ages) _____

Grandparents _____

Lifted in chair for Hora _____

Welcome Toast presented by _____

Motzi presented by _____

Kiddush presented by _____

Special Announcements _____

Parent Dance Yes No Song/Artist _____

Other Special Dances _____

Groups in attendance (i.e. soccer friends, parents' school/camp friends) _____

ABOUT THE GUEST OF HONOR

What is your party theme, if you have one? _____

Would you consider yourself Shy Middle of the Road Outgoing

What radio stations do you listen to? _____

What is your favorite ice cream? _____

What is the most recent movie you've seen? _____

What is your favorite sport/major league sports team? _____

Who is your favorite athlete?

If you could travel anywhere in the world, where would you go? _____

What is your favorite brand of sneakers? _____

What is your all time favorite TV show? _____

What is your favorite song? _____

Who is your favorite artist/group? _____

What is your best school subject? _____

What is your favorite extracurricular activity? _____

How many pets do you have, and if you do have pets, what are they and their names? _____

What celebrity do you think you are most like? _____

What is your favorite book? _____

What do you want to be when you get older? _____

What do you like to do in the summer? _____

What is your favorite clothing store? _____

What is your favorite candy/snack? _____

If you were going to be stranded on a deserted island what is the one item you would want with you? _____

What is your favorite drink? _____

Who do you admire most in the world? _____

What is your favorite video game? _____

Are you right-handed or left-handed? _____

What is your favorite dinnertime meal? _____

Who is your favorite teacher? _____

Do you play any musical instruments? _____

Are you Class Clown, Teacher's Pet or somewhere in between? _____

Where is your favorite place to hang out? _____

If you were given a million dollars, what would you do with it? _____

Do you have a nickname? _____

What is your favorite animal? _____

What is your favorite holiday? _____

What is your favorite restaurant? _____

What is your middle name? _____

Are there any interactive/group line dances that you would like the DJ to play, like the ChaCha Slide, Cotton Eye Joe, etc?
