

# All-Tune DJ Bar/Bat Mitzvah Event Format

Date Of Party: \_\_\_\_\_ Time Of Party: \_\_\_\_\_

Name Of Client: \_\_\_\_\_

Address Of Client: \_\_\_\_\_

Phone Number(s) Of Client: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name Of Party Location: \_\_\_\_\_

Address Of Party Location:  
\_\_\_\_\_

Driving Directions To Party Location:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name/Phone Of Banquet Room Manager:  
\_\_\_\_\_

Name/Phone Of Caterer:  
\_\_\_\_\_

Name/Phone Of Photographer:  
\_\_\_\_\_

Name/Phone Of Videographer:  
\_\_\_\_\_

Theme Of Party: \_\_\_\_\_

Name/Phonetic Pronunciation Of *Guest Of Honor*: \_\_\_\_\_

Day School Of *Guest Of Honor*: \_\_\_\_\_

Hebrew School/Synagogue Of *Guest Of Honor*: \_\_\_\_\_

Is This Bar/Bat Mitzvah Orthodox? Yes \_\_\_ No \_\_\_

Special DJ Do's & Don'ts: \_\_\_\_\_

Additional Information/Requests:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## All-Tune DJ Bar/Bat Mitzvah Event Format (continued)

### Bar/Bat Mitzvah Event Schedule

Order	Preferred Time	Example Time	Activity
1.	_____	0:00	Guests Arrive To Hors d'oeuvres
2.	_____	0:30	Guests Seated In Banquet Room
3.	_____	0:35	Introduction Of Family Members
4.	_____	0:40	Hora
5.	_____	0:45	Kiddush, Motzi
6.	_____	0:50	Havdalah
7.	_____	0:55	Optional Toast/Thank You Speech By Parent
8.	_____	1:00	Meal Begins
9.	_____	1:15	1st & 2nd Game With Kids (Adults Still Eating)
10.	_____	1:45	Optional Candle Lighting Ceremony
11.	_____	2:00	<i>Guest Of Honor</i> /Parent Dance
12.	_____	2:05	Open Dancing Begins
13.	_____	2:30	Cake/Dessert
14.	_____	2:45	Optional Game/Audience Participation
15.	_____	3:00	Open Dancing
16.	_____	3:55	Last Dance

### Bar/Bat Mitzvah Event Explanations and Details

#### 1. Guests Arrive To Hors d'oeuvres

Will there be Hors d'oeuvres for the guests? Yes \_\_\_ No \_\_\_

Will Hors d'oeuvres be served while the *Guest Of Honor*/Family complete formal pictures in their synagogue and commute to the celebration? Yes \_\_\_ No \_\_\_

Will service occur outside the doors of the main banquet room, in another area separate from the banquet area, or in the banquet room? Outside banquet room doors \_\_\_ Another area \_\_\_ In the banquet room \_\_\_

Estimated Time Guests Will Enter Hors d'oeuvres Area: \_\_\_\_\_

Hors d'oeuvres Room Name: \_\_\_\_\_ Floor: \_\_\_

Is Music Needed In Hors d'oeuvres Area? Yes \_\_\_ No \_\_\_

#### 2. Guests Seated In Banquet Room

Prior to the introduction of the *Guest of Honor*/Family Members, all Guests will be seated.

Estimated Time Guests Will Enter Main Banquet Room: \_\_\_\_\_

Banquet Room Name: \_\_\_\_\_ Floor: \_\_\_

Estimated Number of Students: \_\_\_\_\_ Estimated Number of Adults: \_\_\_\_\_

## All-Tune DJ Bar/Bat Mitzvah Event Format (continued)

### Bar/Bat Mitzvah Event Explanations and Details (Continued)

#### 3. Introduction Of *Guest of Honor*/Family Members

As immediate Family Members enter the room, they form a half-circle on the dance floor. Optional order of introductions: Grandparents (can be introduced from banquet table), Parents, Brothers/Sisters, *Guest Of Honor*

Relationship	Name(s)	Phonetic Pronunciation
Example: Grandparents	Lawrence & Marjorie Klinkenstein	klink'-in-stine
1.	.	.
2.	.	.
3.	.	.
4.	.	.
5.	.	.
6.	.	.
7.	.	.

#### 4. Hora

Guests form a circle on the dance floor prior to the start of a Hora medley. Recommendation: have a strong wooden chair with arms (for the Chair Lifting of the *Guest Of Honor*) available prior to the start of the song.

#### 5. Kiddush, Motzi

Will the Kiddush recitation be made? Yes\_\_\_ No\_\_\_

Who will this be given by?

*Guest Of Honor*\_\_\_ Rabbi\_\_\_ Parent\_\_\_ Other\_\_\_ Name: \_\_\_\_\_

Will a wireless microphone be required for this? Yes\_\_\_ No\_\_\_

Will the Motzi blessing over the bread (Challah) be given? Yes\_\_\_ No\_\_\_

Who will this be given by?

*Guest Of Honor*\_\_\_ Rabbi\_\_\_ Parent\_\_\_ Other\_\_\_ Name: \_\_\_\_\_

Will a wireless microphone be required for this? Yes\_\_\_ No\_\_\_

#### 6. Havdalah

Will the prayer that signifies end of Shabbot (after sundown only) be made? Yes\_\_\_ No\_\_\_

*Guest Of Honor*\_\_\_ Rabbi\_\_\_ Parent\_\_\_ Other\_\_\_ Name: \_\_\_\_\_

Will a wireless microphone be required for this? Yes\_\_\_ No\_\_\_

#### 7. Toast/Thank You Speech

Optional remarks from the Father of the *Guest Of Honor*? Yes\_\_\_ No\_\_\_

Any additional toasts planned? Yes\_\_\_ No\_\_\_

Will a wireless microphone be required for this? Yes\_\_\_ No\_\_\_

#### 8. Meal Begins

If desired, ALL-TUNE DJ will make announcements regarding the meal (including dismissal of tables). Light dinner music will be song/volume appropriate.

Check One: Buffet style:\_\_\_ Sitdown style:\_\_\_ Hors d'ouvres only:\_\_\_

DJ dismisses guests for dinner service? Yes\_\_\_ No\_\_\_

## **All-Tune DJ Bar/Bat Mitzvah Event Format (continued)**

### **Bar/Bat Mitzvah Event Explanations and Details (Continued)**

#### **9. 1st & 2nd Game With *Guest Of Honor*/Friends (Adults Still Eating)**

Low-noise activities for the *Guest Of Honor*/Friends will allow the Adults more time to enjoy their meals.

Bar/Bat Mitzvah Games Liked By *Guest Of Honor*:

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Bar/Bat Mitzvah Games Disliked By *Guest Of Honor*:

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#### **10. Optional Candle Lighting Ceremony**

At some Bar/Bat Mitzvah celebrations, the *Guest Of Honor* calls up individuals/groups of individuals who have been important in his/her life to light 14 (for Bar) or 13 (for Bat) candles. It's a nice touch when the *Guest Of Honor* adds personal/interesting information why a particular individual/group of individuals is being asked to light a candle. A memory candle is sometimes the first candle that is lit in honor of those who could not attend. Grandparents are sometimes called next, followed by aunts and uncles, cousins, teachers, friends, brother/sisters, and parents of *Guest Of Honor*. The optional 14<sup>th</sup> or 13<sup>th</sup> candle is usually lit by the *Guest Of Honor* as the "Good Luck Candle". After the last candle is lit, all candlelighters could be invited to return for a group photograph before the *Guest Of Honor* blows out the candles.

Specific songs for each candle are often selected in advance by the *Guest Of Honor*. An alternative to selecting individual songs for each candle is to simply play a long hora medley at low volume during the entire ceremony. If individual songs are requested, please provide a list of songs, in the order which they are to be played, with the candlelighter identified to each song.

#### **11. *Guest Of Honor*/Parent Dance**

Suggestion: begin open dancing with a slow song starting with the *Guest Of Honor* and Parent.

Invite *Guest Of Honor*/Parent to dance a special first song? Yes\_\_\_ No\_\_\_

Invite all father/daughter and mother/son couples to join in 1/2 way into song? Yes\_\_\_ No\_\_\_

Check One Song: Sunrise Sunset\_\_\_ Daddy's Little Girl\_\_\_ What A Wonderful World\_\_\_

Unforgettable\_\_\_ Through The Years\_\_\_ Wind Beneath My Wings\_\_\_ Other\_\_\_\_\_

#### **12. Open Dancing Begins**

Your ALL-TUNE DJ disc jockey will play a wide variety of danceable songs at a reasonable volume for all ages to enjoy... and give extra attention to include requests!

Songs/Recording Artists Liked By *Guest Of Honor*:

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Songs/Recording Artists Disliked By *Guest Of Honor*:

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#### **13. Cake and/or Dessert**

After 30-45 minutes of open dancing, a cake/dessert is sometimes made available for Guests to enjoy.

Will a Bar/Bat Mitzvah Cake Be Available? Yes\_\_\_ No\_\_\_

Will Desserts Also Be Available At This Time? Yes\_\_\_ No\_\_\_

#### **14. Optional Game/Audience Participation Dances**

The *Guest Of Honor* and his/her friends will probably finish their cake/dessert before the adults and might prefer a game/audience participation dances at this time.

Audience Participation Dances Liked By *Guest Of Honor*:

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Audience Participation Dances Disliked By *Guest Of Honor*:

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**All-Tune DJ Bar/Bat Mitzvah Event Format (continued)**  
**Bar/Bat Mitzvah Event Explanations and Details (Continued)**

**15. Open Dancing**

More danceable old/new songs played at a reasonable volume... and more requests!

**16. Last Dance**

Prior to the Last Dance, your ALL-TUNE DJ disc jockey can first invite Guests to form a circle on the dance floor, and then ask them to use the wireless microphone to offer best wishes/congratulations to the *Guest Of Honor*.

Invite Guests onto dance floor to offer final best wishes/congratulations? Yes\_\_\_ No\_\_\_

Does the *Guest Of Honor* Want A Special Last Song? Yes\_\_\_ No\_\_\_

Title/Recording Artist Of Last Song: \_\_\_\_\_

**This is only a suggested format, to help with your event planning. Please feel free to add, change or delete activities, or change the order of events.**