

# BWG Music

## Bar/Bat Mitzvah Reception Planner

### General Information-

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

Phone: \_\_\_\_\_

Bar (boy) / Bat (girl) Mitzvah name: \_\_\_\_\_

Reception Date: \_\_\_\_\_ Setup start time: \_\_\_\_\_

Entertainment Start Time: \_\_\_\_\_ Entertainment End Time: \_\_\_\_\_

### Order of Events-

Order:	Time:	Event:
_____	_____	Cocktails
_____	_____	Main Reception Start/ Notes: _____
_____	_____	Family Grand Entrance
_____	_____	Welcome/Toast: _____
_____	_____	Candle lighting (Can take place after the meal)
_____	_____	Kiddush, who leads? _____
_____	_____	Motzi, who leads? _____
_____	_____	Meal, Sit down or Buffet?
_____	_____	Hora
_____	_____	Open Dancing
_____	_____	Host/Hostess Dance, Song- _____
_____	_____	Guest of Honor/Parent Dance- Song- _____
_____	_____	Dessert (followed by open dancing)
_____	_____	Grand Finale

**Notes:**

**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)?

**General Information-**

Number of guests: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Day School Guest of Honor attends: \_\_\_\_\_

Hebrew School Guest of Honor attends: \_\_\_\_\_

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

Cocktail Hour:

Is cocktail hour in same room as main reception? \_\_\_\_\_

Music for cocktail hour: \_\_\_\_\_

**Reception Start-**

Are the cocktail room and main reception halls in the same area? \_\_\_\_\_

Music to play as guests enter: \_\_\_\_\_

Number of songs to play before grand entrance (recommend 2): \_\_\_\_\_

**Reception Grand Entrance-**

(Requests to change this at the reception will only be honored if given directly by the Parents to the MC).

Suggested order of introductions:

- 1. Parents (usually introduced as Host and Hostess)
- 2. Siblings
- 3. Guest of Honor

## Entrance Songs-

Parents name- \_\_\_\_\_

Entrance song- \_\_\_\_\_

Siblings name(s)- \_\_\_\_\_

Entrance song- \_\_\_\_\_

Guest of Honor name- \_\_\_\_\_

Entrance song- \_\_\_\_\_

## 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? \_\_\_\_\_

### Usual order for candle lighting is:

1. Grandparents- \_\_\_\_\_ Song \_\_\_\_\_

2. Aunts- \_\_\_\_\_ Song \_\_\_\_\_

3. Uncles- \_\_\_\_\_ Song \_\_\_\_\_

4. Cousins- \_\_\_\_\_ Song \_\_\_\_\_

5. Older relatives- \_\_\_\_\_ Song \_\_\_\_\_

6. Younger relatives- \_\_\_\_\_ Song \_\_\_\_\_

7. Friends of parents- \_\_\_\_\_ Song \_\_\_\_\_

8. Friends of Guest of Honor- \_\_\_\_\_ Song \_\_\_\_\_

9. Siblings- \_\_\_\_\_ Song \_\_\_\_\_

10. Parents- \_\_\_\_\_ Song \_\_\_\_\_

11. Guest of Honor- \_\_\_\_\_ Song \_\_\_\_\_

## **Hora-**

Who? Guest of Honor Family members: \_\_\_\_\_

Song- Hava Nagila other: \_\_\_\_\_

## **Kiddush-**

Who will lead the Kiddush? \_\_\_\_\_

## **Motzi-**

Who will lead the Motzi? \_\_\_\_\_

## **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)
- Thanks Again (Ricky Skaggs)
- Always and Forever (Atlantic Starr)
- Stand By Me (Ben E. King)

## **Games/Contests**

Coke and Pepsi

Hula hoop contest

Limbo

Mummy wrap

Musical Chairs

Freeze dance

Musical Balloon Dance Contest

Musical Hula Hoops

BWG Idol

## **Follow-Along Dances-**

- C'mon 'N Ride It (The Train)
- Chicken dance
- Cotton-Eyed Joe (Rednex)
- Electric slide
- Get Down Tonight
- Greased Lightning
- Macarena
- Men In Black
- Cha Cha Slide
- Cupid Shuffle
- Play That Funky Music
- Staying Alive
- YMCA

Don't play list- \_\_\_\_\_

Is it ok to accept requests? \_\_\_\_\_

## **Preferred Music during open dancing-**

Jazz Motown Classic Rock Country 60's 70's 80's 90's Current top 40 Rap/Hip Hop

Other: \_\_\_\_\_

## **Guest of Honors favorite artists-**

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## **Grand Finale / Last Dance-**

For the second to last song, we suggest getting everyone on the dance floor for a sing-a-long. :

Example- I've had the time of my life

Last Dance song: \_\_\_\_\_

**Special instructions-**