



# Mitzvah Information

Please check and complete all the applicable sections

update 8 / 2014

Parent Names: \_\_\_\_\_

Mitzvah Name: \_\_\_\_\_  Bar |  Bat |  B'nai

Grandparents: \_\_\_\_\_

Brother |  Sister \_\_\_\_\_ Age: \_\_\_\_\_

Brother |  Sister \_\_\_\_\_ Age: \_\_\_\_\_

Brother |  Sister \_\_\_\_\_ Age: \_\_\_\_\_

Home Address: \_\_\_\_\_

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

## Service Information

Location: \_\_\_\_\_ Date: \_\_\_\_\_

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

## Reception Information

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Room(s): \_\_\_\_\_ Floor: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Total number of guests attending: \_\_\_\_\_ Adults: \_\_\_\_\_ Kids: \_\_\_\_\_

## Vendor Information

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

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

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

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

## Event Options

Will there be a second room for a second sound system? Yes  |  No

Will there be a specific time for a receiving line? Yes  |  No

Will the DeeJay / Emcee have a meal available? Yes  |  No

Will you prefer attire other than a suit & tie for the DJ? Yes  |  No



# Music and Events

Please check and complete all the applicable sections

## Will you want to include. . .

- Welcome Speech: \_\_\_\_\_
- Hamotzi Blessing: \_\_\_\_\_
- Video/Slideshow: \_\_\_\_\_
- Candle Lighting: \_\_\_\_\_
- Hora  Chair: \_\_\_\_\_
- Party Games: \_\_\_\_\_
- Game Prizes: \_\_\_\_\_
- Party Props: \_\_\_\_\_
- Dance Lights: \_\_\_\_\_
- Room Lighting: \_\_\_\_\_
- Custom Gobo: \_\_\_\_\_
- Party Dancers: \_\_\_\_\_
- Party Theme: \_\_\_\_\_
- Anything Else: \_\_\_\_\_

## What Music Would You Like For. . .

- Cocktail Hour: \_\_\_\_\_
- Dinner Hour: \_\_\_\_\_
- The Dance! \_\_\_\_\_

Favorite Dance Music Station(s): \_\_\_\_\_

Be Sure To Play: \_\_\_\_\_

Avoid Playing: \_\_\_\_\_

- Special Dances: \_\_\_\_\_
- Last / Exit Song: \_\_\_\_\_
- Other Notes: \_\_\_\_\_

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Please attach sheets as necessary with music must-plays, must-not-plays, and any other special requests.