



BAR/BAT MITZVAH FORMALITY FORM

Child Name:_____

Event Date:_____

Event Theme:_____

Number of Guests:_____ **Number of Children:**_____

Venue:_____ **Address:**_____

Cocktail Hour Time:_____ **Reception Times:**_____

(Please note that cocktail hour is sometimes offered in a different area or room than the rest of the party. Please let us know if this is the case, and if you wish us to entertain the children during this time.)

PLEASE COMPLETE THE FOLLOWING INFORMATION CONCERNING YOUR UPCOMING PARTY AND RETURN IT TO OUR OFFICE NO LATER THAN TEN (10) DAYS PRIOR TO YOUR PARTY DATE.

Introductions: (Grand entrance introduction into the main room and usually prior to candle lighting ceremony & hora).

Parents full names:_____

Entrance Song:_____

Brothers or Sisters names:_____

Entrance Song:_____

Brothers or Sisters names:_____

Entrance Song:_____

Bar/Bat Mitzvah Child name:_____

Entrance Song:_____

Blessing:

Names:_____

(typically before meal; can be Bar/Bat Mitzvah child, brother, sister, etc.) (Blessing is usually two parts: prayer for the Challah (Hamotzi) and prayer for the wine (Kiddush)

Toast/Welcome:_____

(Parents may wish to welcome their guests, read a poem about their son or daughter, or offer a toast in honor of the occasion).

Hora:

Please list who you would like lifted in the chair.

Name:_____ Relation:_____

Name:_____ Relation:_____

Name:_____ Relation:_____

Name:_____ Relation:_____

Candle Lighting

The Candle Lighting Ceremony may be hosted by the Bar or Bat Mitzvah child. If you daughter or son will be MC'ing this event, it is customary for them to read a short poem or rhyme.

Music selections for your Candle Lighting should be very festive and upbeat. Different songs may be chosen for each candle and recipient. It is not necessary to have a unique song for each person; sometimes one song can be used for several candles in a row (ie-“We Are Family”-Sister Sledge.)

Candle Lighting List

Recipient Name	Relationship		Song Title & Artist

Special Dances

Bar or Bat Mitzvah Child/Parent: _____

Song: _____

CONTACT INFORMATION

Home Phone: _____

Cellular Phone: _____

Work Phone: _____

E-mail Address: _____

