

**Next Generation DJ Entertainment**  
**Bar/Bat Mitzvah Information Sheet**

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

Date of Event: \_\_\_\_\_

Location & Times of Event: \_\_\_\_\_

Best Contact Phone Number: \_\_\_\_\_

Your personal information sheet contains several documents in which you will fill in the appropriate data.

The information below will explain briefly on how to fill out the attached pages.

1. Initial Information: Include names of immediate family members, including step-parents etc., if applicable, and how you would like each family member introduced by our MC.

2. Grand Entrance: Include your names (as host and hostess), names of siblings, and the guest of honor. Choose a song for each person as they are introduced. Song selection can be for an individual or group.

3. Candle Lighting: Include the names of all the people that will be lighting a candle. Make sure your child writes down the way they address these individuals normally. (I.E. Mom-Mom, PopPop etc.) The order of the candle lighting introduction is as follows:

- Grandparents
- Aunts
- Uncles
- Cousins
- Older Relatives
- Younger Relatives
- Parent's Friends
- Child's Friends
- Parents
- Siblings
- Bar/Bat Mitzvah

There are usually 14 candles (13 for friends and family to light and 1 for Good Luck). Try to group friends and relatives together to allow you to keep the amount of

candles limited to 14. If you would like to include a memory candle for a deceased loved one, you can indicate that information on the sheet.

Once you have determined which 14 people/groups will light a candle, it will be time to pick a special song for each of them as they arrive at the cake to light it. It can be any type of song, but the preferred music should be upbeat to get the crowd involved.

4. Hora: Please indicate which immediate family members that you would like to lifted in the chair during the Hora.

5. Motzi, Toast, Kiddish: Please indicate which guest will be performing these honors. Please note that a Kiddish is normally not performed at the reception. Please ask your caterer.

6. Special Announcements: If appropriate, indicate if there are any special announcements about any guests that you'd like the MC to make: Birthdays, Anniversaries, Engagement's Etc.

7. Special Dances: Please indicate which songs you would like to hear for the Host/Hostess Dance, Bar/Bat and Friend Dance (if appropriate), and Bar/Bat and Parent dance. Your MC will be happy to give you suggestions for these dances.

8. Music Requests and Exclusions: Please note music your child enjoys listening to and exclude songs you do not want played as well.

## Information Sheet

### 1. Initial Information:

Bar/Bat Mitzvah \_\_\_\_\_

Brothers/Sisters \_\_\_\_\_

Parents \_\_\_\_\_

Grandparents

(Mothers) \_\_\_\_\_

Grandparents

(Fathers) \_\_\_\_\_

### 2. Grand Entrance: Name Song

Host/Hostess \_\_\_\_\_/\_\_\_\_\_

Brother/Sister \_\_\_\_\_/\_\_\_\_\_

Brother/Sister \_\_\_\_\_/\_\_\_\_\_

Brother/Sister \_\_\_\_\_ / \_\_\_\_\_  
Brother/Sister \_\_\_\_\_ / \_\_\_\_\_  
Brother/Sister \_\_\_\_\_ / \_\_\_\_\_  
Guest of Honor \_\_\_\_\_ / \_\_\_\_\_

3. Candle Lighting: Name / Song

\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
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\_\_\_\_\_/\_\_\_\_\_

4. Hora: Family Members

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Toast \_\_\_\_\_ Motzi \_\_\_\_\_  
Kiddish (If Applicable) \_\_\_\_\_

6. Special Announcements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. Special Dances:

Host/Hostess \_\_\_\_\_  
Bar/Bat & Friend \_\_\_\_\_  
Bar/Bat & Parent \_\_\_\_\_

