

KING ENTERTAINMENT
PO BOX 141
SAND LAKE, NY 12153
(518) 466-9947

BAR/BAT MITZVAH RECEPTION PLANNER

We have put together this short questionnaire to help you prepare for your Reception. Please try to answer all questions prior to our meeting. This information should be returned at least one month prior to your date. We will be using your responses to help us personalize your Reception. The suggestions offered are merely suggestions, you may decide to do everything listed or nothing listed or anything in between.

Reception Date: _____

Client(s) Name: _____ Music Start Time: _____

Guest of honor: _____ Home phone: _____

Reception start time: _____ End time: _____ Alt. phone: _____

Reception Location: _____ City/Zip: _____ / _____

Banquet Manager: _____ Phone: _____

Photographer: _____ Videographer: _____

1. On a scale of 1 to 10, how interactive would you like your DJ?

(Not at all) 1 2 3 4 5 6 7 8 9 10 (Highly interactive)

2. On a scale of 1 to 10, how upbeat would like your Special Day to be?

(Intimate & low key) 1 2 3 4 5 (Middle of the Road, Formal but fun) 6 7 8 9 10 (Let=s Party)

3. Please rate your musical preference to the following types of music on a scale of 10 (0= not at all, 10=love it):

Oldies _____ Country _____ Rock _____ R & B _____

70's Disco _____ Older Dance _____ Top 40 _____ Latin _____

Participation Dances (Electric slide, Macarena, YMCA, etc) _____

4. What type(s) of Music do you NOT want to hear at YOUR Reception: _____

5. Guest of Honor's all time favorite

song: _____ Artist: _____

6. What concerns are important to you regarding the way Your DJ/MC's coordinates your Reception? _____

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7. Do we need to provide music in other rooms at any time (such as cocktail hour)? If so, what, where and when? _____
8. Number of guests (total) _____ Adults _____ Children _____ Boys _____ Girls _____
9. Party Theme: _____
10. Number of courses to be served(including dessert): _____
11. Normal dress for Mc's and DJ's is in Tuxedos. If you would prefer other attire please let us know in advance.

LIST OF SONGS TO BE PLAYED

TITLE/ARTIST

Notes (specific time to play, person to dedicate it to)

If song is to be dedicated to someone, please include phonetic pronunciation

DETAILED INFORMATION FOR SPECIFIC EVENTS – COCKTAIL HOUR

Is cocktail hour in same room as main reception? If not Where? _____

Music for cocktail hour (suggested genres are: soft jazz, soft show tunes, or slow rock): _____

Opening (Guests enter main reception room from cocktail room)

Skip this section if cocktails and reception are in the same room.

Music to play as guests enter(high energy dance music recommended): _____

GRAND ENTRANCE:

Will introductions be performed by our MC (Master of Ceremonies):_____

Suggested order for introductions:

- Parents (introduced however you would like)
- Siblings
- Guest of honor

We recommend upbeat music for introductions.

Please list those to be introduced during the Grand entrance in the order they will be introduced.

PLEASE USE SPACE BELOW OR SEPARATE PIECE OF PAPER:

CANDLE LIGHTING:

Will there be a memory candle? 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 then be announced at the time of that candle.

Will the MC or Guest of Honor be calling guests up for the candle lighting(most common is for the Guest of honor)?

Would you like Background Jewish Music as candles are being lit, or specific songs?_____

	Name:	Phonetic pronunciation:	How to introduce:	Song:
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

HORA & CHAIR LIFTING:

Please indicate which family members, if any you would like lifted in the chair, during the

Hora: _____

Who will lead the Motzi? _____

Who will lead the blessing over the wine? _____

TOAST:

Will there be a toast to the Guest of Honor? _____ If yes by whom? _____

HOST/HOUSTESS DANCE:

Will there be a host/hostess dance? _____ If so to what song? _____

Unless otherwise indicated we will invite all guests to join you on the Dance floor about 1/3 of the way through the song.

GUEST OF HONOR / PARENT DANCE:

Song for Guest of Honor/Parent
dance? _____

Unless otherwise indicated we will invite all fathers/daughters, and mothers/sons to join on the dance floor, about 1/3 of the way through the song.

GRAND FINALE / LAST DANCE:

Please indicate a song you would like to dance to for the last song: _____

GAMES/CONTESTS:

Name of specific contest you want:

Additional Notes:

Clients signature

Date

King Entertainment –Rep

Date

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ORDER OF EVENTS (An outline):

Sequence(1,2,3,etc)	Approx Time	Event
		Cocktails
		Reception Start (guest enter main room)
		Family Grand Entrance
		Motzi
		Blessing over wine
		Candle lighting
		Hora
		Toast
		1 st course
		Host / Hostess Dance
		2 nd course
		Open Dancing
		Audience Participation / Games & Contests
		Main Course
		Guest of Honor / Parent Dance
		Open Dancing
		Audience participation / Games & Contests
		Dessert
		Open dancing
		Grand finale
		Misc

Note: the printed order above is only a suggestion. Every Reception is different, and this is YOUR Reception. Any event may be added, removed, or rearranged as long as it is clearly indicated in writing.