



# NRG DISC JOCKEY ENTERTAINERS

**Music For All Occasions**



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## Bar/Bat Mitzvah Reception Planner

### Contact Information

Client name:

Phone:

Bar (boy) / Bat (girl) Mitzvah name:  
(circle one)

Reception Date:

Reception Start Time:

Reception End Time:

### Order of Events

Sequence	Check here if included	Event
		Cocktails
		Main Reception Start ( <i>guests enter main room from cocktails, if cocktails in different room</i> )
		Family Grand Entrance
		Candle lighting
		Hora
		Kiddush
		Motzi
		Toast
		1st Course ( <i>typically 45 minutes after Grand Entrance</i> )
		Host/Hostess Dance ( <i>followed by open dancing</i> )
		2nd Course
		Open dancing
		Main Course
		Guest of Honor/Parent Dance ( <i>followed by open dancing</i> )
		Dessert
		Open Dancing
		Grand Finale

Note: The printed order of events 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 the above table.

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*)? If so, what, where and when?:Directions to reception (*use back or additional sheets if necessary*):General Information

Number of guests:          Adults:          Children:          (Boys:          Girls:          )

Day School Guest of Honor attends:

Hebrew School Guest of Honor attends:

Party Theme:

Number of courses to be served (including dessert):

Is there "dead air time" during which we should not play? If so, when?

Contact Information For Other Party Professionals*Please give business name, contact name, phone and fax for each of the following. Give phonetic pronunciation of difficult names.*

Party Planner:

Caterer:

Photographer:

Videographer:

Cake maker:

Decorator:

Is it OK to acknowledge the above people during the reception?

List of Songs & Music Types NOT to be played*Use back or additional sheets if necessary.*

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List of Songs to be played ONLY IF REQUESTED BY A GUEST

Use back or additional sheets if necessary.

Music Requests (Songs to DEFINITELY be played)

Note that there are specific sections for music for cocktail hour, guest entrance, family entrance, candle lighting, and grand finale, so do not list those songs here.

Title/Artist

Notes (specific time to play, person to dedicate to, etc.)

Use back or additional sheets if necessary. If song is to be dedicated to someone, please include phonetic pronunciation.

Detailed Information For Specific EventsCocktail Hour

Is cocktail hour in same room as main reception?

If not, what room is it in?

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):

Number of songs to play before grand entrance (recommend 1 or 2):

Grand Entrance

Will introductions be performed by NRG' MC (Master of Ceremonies), or by someone else?

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

If not by NRG' MC, who will be performing the introductions?.

Suggested order of introductions:

- Parents (*usually introduced as Host and Hostess, Jane and Bob*)
- Siblings
- Guest of Honor

We recommend upbeat music. Some song suggestions follow:

- High-energy techno (like Sandstorm by Darude)
- Theme from 2001 A Space Odyssey

Please list those to be introduced during the grand entrance in the order they will be introduced. You can choose different songs for each person or one for the entire group: *If you want, interesting tidbits of information about relationships to you can be announced—if so, please write details below each person's name.*

Name(s)

Phonetic Pronunciation(s)

How to Introduce

Music

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?

Should the MC escort the guests to the cake as they are called?

Include the names of people who will be coming to the cake. Write the names as the Guest of Honor calls them (like "Aunt Rose and Uncle Bob," "Bubbe and Zayde," etc.), and include phonetic pronunciation. The usual order for candle lighting is:

- Grandparents
- Aunts
- Uncles
- Cousins
- Older relatives
- Younger relatives
- Friends of parents
- Friends of Guest of Honor
- Parents
- Siblings
- Guest of Honor

The usual amount of candles is 14 (13 candles, one for good luck). Try to group relatives and friends together to keep the amount of candles to 14 as best as possible.

You will also need to choose songs to coordinate with each candle. You may choose all Jewish music, any other song (preferably fun and upbeat), or combination of both. You may want to match a specific song to each person or group of people lighting the candle. If you don't have specific preferences for songs, our DJs will choose the upbeat music for you to complement each candle. *If you want, interesting tidbits of information about relationships to you can be announced—if so, please write details below each person's name.*

	<u>Name(s)</u>	<u>Phonetic Pronunciation(s)</u>	<u>How to Introduce</u>	<u>Music</u>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

Hora

Please indicate which family members you would like to be lifted in the chair during the Hora:

An alternative to the “usual” Hora is the “This is your life” Hora. The guest of honor would sit in a chair in the center. Guests would join the Hora circle in the order they met child (starting from birth). Do you want to do this?

Kiddush

Who will lead the Kiddush? Write the name as the Guest of Honor would, and include phonetic pronunciation.

Should person leading the Kiddush be introduced, or simply handed the microphone?

Motzi

Who will lead the Motzi? Write the name as the Guest of Honor would, and include phonetic pronunciation.

Should person leading the Motzi be introduced, or simply handed the microphone?

Toast

Who will offer the toast to the Guest of Honor? Typically this is the father. Write the name as the Guest of Honor would, and include phonetic pronunciation.

Should person giving the toast be introduced, or simply handed the microphone?

Will there be other people offering toasts? If so, describe:

After the toast, can the MC ask if “anyone else wants to say something to the Guest of Honor or offer a toast?”

After the toast, can the MC ask if “the Guest of Honor has anything to say?”

Host/Hostess Dance

Song for host/hostess dance (we recommend a slow, romantic song):

After which course (typically after 1st course):

Unless otherwise indicated we will invite all guests to join you on the dance floor about one third of the way through this song.

Guest of Honor/Parent Dance

Song for guest of honor/parent dance (we recommend a slow song, some suggestions follow):

- *Unforgettable* by Dinah Washington, Natalie cole or by Nat King Cole
- *Wind Beneath My Wings* by Bette Midler
- *Thanks Again* by Ricky Skaggs
- *Always and Forever* by Atlantic Starr
- *Stand By Me* by Ben E. King

After which course (typically after main course):

Unless otherwise indicated we will invite all fathers/daughters and all mothers/sons to join you on the dance floor about one third of the way through this song.

Grand Finale / Last Dance

For finale (2nd to last song) we suggest getting everyone on the floor for a sing-a-long. Some song suggestions are “We’re having a party,” or “That’s What Friends Are For”). Is this OK, and if so, please indicate music:

Music for last dance (should be upbeat, some suggestions follow):

- *Last Dance*
- *New York, New York*

Participation Dances

If there are any specific participation dances you want to do, please note them here. Here are some of the dances we are currently doing:

- C'mon 'N Ride It (The Train)
- Chicken dance
- Cotton-Eyed Joe (Rednex)
- Dollar Wine Dance
- Electric slide
- Get Down Tonight
- Greased Lightning
- Hands Up (From Club Med)
- Macarena
- Cha Cha Slide
- Mony Mony
- Play That Funky Music
- Staying Alive
- YMCA

Additional Notes\_\_\_\_\_  
Customer Signature\_\_\_\_\_  
Date\_\_\_\_\_  
NRG Signature\_\_\_\_\_  
Date