

LAST NAME: \_\_\_\_\_

AGREEMENT NO. : \_\_\_\_\_

NAME: \_\_\_\_\_ DATE OF AFFAIR: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please return Request Sheet at least 3 weeks before affair to insure receipt.

**D.J.'S DEEJAYS - DJ DIANE 856-589-9128**

1920 S. Delsea Drive, Unit 16, Vineland, NJ 08360

**BAR/BAT MITZVAH PLANNING & REQUEST SHEET**

In order to personalize your party and to ensure your satisfaction on that special day, please complete this form and return it to us **as soon as possible and no later than 3 weeks prior to the affair** to insure receipt. Please understand that every effort will be made to fulfill each request, although time restraints may make it impossible to honor every request. Most important requests highlighted on this sheet will be honored first, with requests by event guests honored as time allows. **\*\*Please be advised that DJ will not play songs requested which contain obscene lyrics or connotations; if no clean edit of a song is available, that request will not be played.\*\***

**Type of Music Desired: (please check or circle all that apply)**

Rock \_\_\_\_\_ Disco \_\_\_\_\_ Oldies \_\_\_\_\_ Motown \_\_\_\_\_ Rap/R&B \_\_\_\_\_ Club \_\_\_\_\_

Dance \_\_\_\_\_ Top 50's \_\_\_\_\_ Jazz \_\_\_\_\_ Big Band \_\_\_\_\_ Ballads \_\_\_\_\_ 80's \_\_\_\_\_

Alternative \_\_\_\_\_ Reggae \_\_\_\_\_ Country & Western \_\_\_\_\_ Other \_\_\_\_\_  
(PLEASE SPECIFY)

Classical \_\_\_\_\_ Let DJ decide best music mix for the party \_\_\_\_\_

Polkas \_\_\_\_\_ Polish \_\_\_\_\_ Italian \_\_\_\_\_ Irish \_\_\_\_\_ Jewish \_\_\_\_\_ Greek \_\_\_\_\_

Latin \_\_\_\_\_ Portuguese \_\_\_\_\_ Other \_\_\_\_\_

**Favorite Artists:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_

LAST NAME: \_\_\_\_\_

AGREEMENT NO. : \_\_\_\_\_

**Favorite Songs:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_

**Please use other side (if needed) to complete !!!**

Please note music your child enjoys listening to and exclude songs you do not want played as well.

**ABSOLUTELY MUST PLAY:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_

**ABSOLUTELY DO NOT PLAY:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_

**\*\*Sometimes a client will request that a particular song not be played, but on the day of the event, one of the party guests requests that song. Should DJ:**

\_\_\_\_\_ Not play that song under any circumstances

\_\_\_\_\_ Play that song only if one of your party guests specifically requests it

\_\_\_\_\_ Ask permission from client on day of event if a request for that song has been made

LAST NAME: \_\_\_\_\_

AGREEMENT NO. : \_\_\_\_\_

**Bar/Bat Mitzvah Reception Planner**  
**Order of Events**

SEQUENCE	TIME	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.

**INITIAL INFORMATION**

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

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

Parents \_\_\_\_\_

Grandparents (Mother's) \_\_\_\_\_

Grandparents (Father's) \_\_\_\_\_

LAST NAME: \_\_\_\_\_

AGREEMENT NO. : \_\_\_\_\_

**Number of guests:**

Adults: \_\_\_\_\_ Children: \_\_\_\_\_ (Boys: \_\_\_\_\_ Girls: \_\_\_\_\_)

**Party Theme**

\_\_\_\_\_

**Grand Entrance**

**Will Grand Entrance introductions be performed by the D.J., or by someone else?**

D.J. or  Someone Else

Name of person who will perform introductions: \_\_\_\_\_

Phonetic Pronunciation: \_\_\_\_\_

Please list those to be introduced during the grand entrance **in the order they will be introduced**. Choose a song for each person as they are introduced. Song selection can be for an individual or a group. If you want, interesting tidbits of information about relationships to you or the Guest of Honor can be announced—if so, please write details in the 'remarks' space provided below each entry.

**Name(s):**

1). \_\_\_\_\_

Phonetic Pronunciation(s) : \_\_\_\_\_

How to introduce: \_\_\_\_\_

Music: \_\_\_\_\_

Remarks: \_\_\_\_\_

2).. \_\_\_\_\_

Phonetic Pronunciation(s) : \_\_\_\_\_

How to introduce: \_\_\_\_\_

Music: \_\_\_\_\_

Remarks: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

AGREEMENT NO. : \_\_\_\_\_

**Grand Entrance continued**

**Name(s) continued:**

**3).** \_\_\_\_\_

*Phonetic Pronunciation(s) :* \_\_\_\_\_

*How to introduce:* \_\_\_\_\_

*Music:* \_\_\_\_\_

*Remarks:* \_\_\_\_\_

**4).** \_\_\_\_\_

*Phonetic Pronunciation(s) :* \_\_\_\_\_

*How to introduce:* \_\_\_\_\_

*Music:* \_\_\_\_\_

*Remarks:* \_\_\_\_\_

**5).** \_\_\_\_\_

*Phonetic Pronunciation(s) :* \_\_\_\_\_

*How to introduce:* \_\_\_\_\_

*Music:* \_\_\_\_\_

*Remarks:* \_\_\_\_\_

**6).** \_\_\_\_\_

*Phonetic Pronunciation(s) :* \_\_\_\_\_

*How to introduce:* \_\_\_\_\_

*Music:* \_\_\_\_\_

*Remarks:* \_\_\_\_\_

LAST NAME: \_\_\_\_\_

AGREEMENT NO. : \_\_\_\_\_

**Grand Entrance continued**

**Name(s) continued:**

**7).** \_\_\_\_\_

*Phonetic Pronunciation(s) :* \_\_\_\_\_

*How to introduce:* \_\_\_\_\_

*Music:* \_\_\_\_\_

*Remarks:* \_\_\_\_\_

**8).** \_\_\_\_\_

*Phonetic Pronunciation(s) :* \_\_\_\_\_

*How to introduce:* \_\_\_\_\_

*Music:* \_\_\_\_\_

*Remarks:* \_\_\_\_\_

**9).** \_\_\_\_\_

*Phonetic Pronunciation(s) :* \_\_\_\_\_

*How to introduce:* \_\_\_\_\_

*Music:* \_\_\_\_\_

*Remarks:* \_\_\_\_\_

**10).** \_\_\_\_\_

*Phonetic Pronunciation(s) :* \_\_\_\_\_

*How to introduce:* \_\_\_\_\_

*Music:* \_\_\_\_\_

*Remarks:* \_\_\_\_\_

LAST NAME: \_\_\_\_\_

AGREEMENT NO. : \_\_\_\_\_

**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? Yes \_\_\_\_\_ No \_\_\_\_\_

Will the D.J. or the Guest of Honor be calling the guests up to the cake? DJ \_\_\_\_\_ Guest of Honor \_\_\_\_\_

**On the next page(s), write the names of people who will be coming to the cake. Write the names as the way the Guest of Honor refers to 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 for family & friends, and 1 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 person/group lighting a candle. It can be any type of song, but the preferred music should be upbeat, to get the crowd involved. If you don't have specific preferences for songs, the DJ will choose the upbeat music for you to complement each candle. If you want, interesting tidbits of information about relationships to you or the Guest of Honor can be announced — if so, please write details in the 'remarks' space provided below each entry.

**Names of people who will be coming to the cake to light a candle:**

1). \_\_\_\_\_

*Phonetic Pronunciation(s) :* \_\_\_\_\_

*How to introduce:* \_\_\_\_\_

*Music:* \_\_\_\_\_

*Remarks:* \_\_\_\_\_

2). \_\_\_\_\_

*Phonetic Pronunciation(s) :* \_\_\_\_\_

*How to introduce:* \_\_\_\_\_

*Music:* \_\_\_\_\_

*Remarks:* \_\_\_\_\_

LAST NAME: \_\_\_\_\_

AGREEMENT NO. : \_\_\_\_\_

**CANDLE LIGHTING continued**

Names of people who will be coming to the cake to light a candle:

**3).** \_\_\_\_\_

*Phonetic Pronunciation(s) :* \_\_\_\_\_

*How to introduce:* \_\_\_\_\_

*Music:* \_\_\_\_\_

*Remarks:* \_\_\_\_\_

**4).** \_\_\_\_\_

*Phonetic Pronunciation(s) :* \_\_\_\_\_

*How to introduce:* \_\_\_\_\_

*Music:* \_\_\_\_\_

*Remarks:* \_\_\_\_\_

**5).** \_\_\_\_\_

*Phonetic Pronunciation(s) :* \_\_\_\_\_

*How to introduce:* \_\_\_\_\_

*Music:* \_\_\_\_\_

*Remarks:* \_\_\_\_\_

**6).** \_\_\_\_\_

*Phonetic Pronunciation(s) :* \_\_\_\_\_

*How to introduce:* \_\_\_\_\_

*Music:* \_\_\_\_\_

*Remarks:* \_\_\_\_\_



LAST NAME: \_\_\_\_\_

AGREEMENT NO. : \_\_\_\_\_

**CANDLE LIGHTING continued**

Names of people who will be coming to the cake to light a candle:

**7).** \_\_\_\_\_

*Phonetic Pronunciation(s) :* \_\_\_\_\_

*How to introduce:* \_\_\_\_\_

*Music:* \_\_\_\_\_

*Remarks:* \_\_\_\_\_

**8).** \_\_\_\_\_

*Phonetic Pronunciation(s) :* \_\_\_\_\_

*How to introduce:* \_\_\_\_\_

*Music:* \_\_\_\_\_

*Remarks:* \_\_\_\_\_

**9).** \_\_\_\_\_

*Phonetic Pronunciation(s) :* \_\_\_\_\_

*How to introduce:* \_\_\_\_\_

*Music:* \_\_\_\_\_

*Remarks:* \_\_\_\_\_

**10).** \_\_\_\_\_

*Phonetic Pronunciation(s) :* \_\_\_\_\_

*How to introduce:* \_\_\_\_\_

*Music:* \_\_\_\_\_

*Remarks:* \_\_\_\_\_

LAST NAME: \_\_\_\_\_

AGREEMENT NO. : \_\_\_\_\_

**CANDLE LIGHTING continued**

Names of people who will be coming to the cake to light a candle:

11). \_\_\_\_\_

Phonetic Pronunciation(s) : \_\_\_\_\_

How to introduce: \_\_\_\_\_

Music: \_\_\_\_\_

Remarks: \_\_\_\_\_

12). \_\_\_\_\_

Phonetic Pronunciation(s) : \_\_\_\_\_

How to introduce: \_\_\_\_\_

Music: \_\_\_\_\_

Remarks: \_\_\_\_\_

13). \_\_\_\_\_

Phonetic Pronunciation(s) : \_\_\_\_\_

How to introduce: \_\_\_\_\_

Music: \_\_\_\_\_

Remarks: \_\_\_\_\_

14). \_\_\_\_\_

Phonetic Pronunciation(s) : \_\_\_\_\_

How to introduce: \_\_\_\_\_

Music: \_\_\_\_\_

Remarks: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

AGREEMENT NO. : \_\_\_\_\_

**Hora**

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

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

**Kiddush (\*If Applicable)**

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

\_\_\_\_\_

Phonetic Pronunciation(s) : \_\_\_\_\_

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

\* Please note that a Kiddush is normally not performed at the reception. Please ask your caterer.

**Motzi**

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

\_\_\_\_\_

Phonetic Pronunciation(s) : \_\_\_\_\_

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

**Toasts**

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.

\_\_\_\_\_

Phonetic Pronunciation(s) : \_\_\_\_\_

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

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

\_\_\_\_\_

After major toast(s), do you want the MC to ask if anyone else wants to say something to the Guest of Honor or offer a toast?    Yes         No

After toast(s), do you want the MC to ask if the Guest of Honor anything to say?  
   Yes         No         Near end of reception

LAST NAME: \_\_\_\_\_

AGREEMENT NO. : \_\_\_\_\_

## GENERAL INFORMATION continued

### SPECIAL DANCES

**Host/Hostess Dance:** \_\_\_\_\_  
(Song Title - Artist) ( 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.

**Bar / Bat and Friend Dance:** \_\_\_\_\_  
(Song Title - Artist)

When? (Recommendation: After main course): \_\_\_\_\_

Unless otherwise indicated we will invite all Bar / Bat's other friends to join them on the dance floor about one third of the way through this song.

**Bar / Bat and Parent(s) Dance:** \_\_\_\_\_  
(Song Title - Artist)

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.

### GAMES / CONTESTS

**Example: Coke 'N Pepsi, Limbo, Mummy Wrap, Musical Hula Hoops, Treasure Hunt, Twist Contest, Musical Chairs (or Statues), Huggy Bear, Freeze Dance, Scavenger Hunt, Other, etc.**

**Do you want your DJ to host any games at your event ?**      Yes       No

Names of specific contests you want . If you don't identify specific games/contests, the MC will choose appropriate ones.

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_

LAST NAME: \_\_\_\_\_

AGREEMENT NO. : \_\_\_\_\_

Do you wish to have D.J. give table centerpieces away? YES  NO  MAYBE

Does caterer allow dancing between courses of meal ? YES  NO  MAYBE

**COCKTAIL HOUR**

Will there be a cocktail hour? YES  NO

Is cocktail hour in same room as party? YES  NO  MAYBE

**Cocktail Hour music preference:**

Festive \_\_\_\_\_ Instrumental \_\_\_\_\_ Easy Listening \_\_\_\_\_ Jazz \_\_\_\_\_ Swing \_\_\_\_\_

**DINING**

**Type of Dinner music you prefer:**

Variety \_\_\_\_\_ Easy Listening \_\_\_\_\_ Jazz \_\_\_\_\_ Swing \_\_\_\_\_ Oldies \_\_\_\_\_

Theme \_\_\_\_\_ Piano \_\_\_\_\_ Soft Guitar \_\_\_\_\_ Classical \_\_\_\_\_

**ADDITIONAL REQUESTS OR SPECIAL ANNOUNCEMENTS**

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**Please use other side (if needed) to complete !!!**

LAST NAME: \_\_\_\_\_

AGREEMENT NO. : \_\_\_\_\_

**PARTICIPATION DANCES**

Example: Electric Slide, Cupid Shuffle, Cha Cha Slide, The Wobble, Chicken Dance, Y.M.C.A., Macarena, Love Train, Locomotion, The Train, Hokey Pokey, Cotton Eyed-Joe, Booti Call, Saturday Night Fever, We Are Family (whole family dance), Hold Ya Head, Blame It On The Boogie, Mony Mony, Blurred Lines, Go Head Baby, Boot Scootin' Boogie, the Good Time, Achy Breaky Heart, Burger Dance, Whip/Nae Nae, etc.

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_

**GRAND FINALE OR LAST DANCE REQUEST**

Title: \_\_\_\_\_ Artist: \_\_\_\_\_