

Mitzvah Information

Event Date _____

Guest of Honor Name: _____

Number of Guests: _____

Address after the event _____

City _____

State _____

Zip _____

Facility Information

Event Location: _____

Stairs: Y/N

Phone Number: _____

Elevator: Y/N

Contact Person: _____

Room Captain: _____

Can a mirror ball be hung

Room Name: _____

over the dance floor? Y/N

Address: _____

Directions to facility: _____

Schedule of Events

Mitzvah Hours _____ to _____

Dinner Music _____ to _____

Games: _____ to _____

Dancing: _____ to _____

Please describe the type of entertainment personality you would like in detail (Subdued, Interactive, Etc.).

Do you want guest to be able to request music other than what has been selected on your playlist? Yes / No

What type of lighting show would you like provided? Circle one (Subtle, Variety, Club Atmosphere)

If you have a custom image projection or image projection where do you want it projected? _____

What are your party colors? _____

If you have uplighting what color or colors do you want used? _____

Where do you want the uplights placed? _____

Would you like the DJ to use fog to enhance the light show and energize the room? Yes / No

A meal is to be provided for the DJ. If an empty seat is available can the DJ eat with your guests? Yes / No

If your package includes an intelligent light please answer the following 3 questions.

Would you like a spot light for special dances? Yes / No

Would you like a spot light for the grand introductions? If yes circle - Spotlight or Heart Yes / No

Would you like to spot light your candle lighting ceremony? Yes / No

Contacts

Best contact # for Guest of Honor the week of the Mitzvah _____

Phone Number: _____

Other contacts: _____

Phone Number: _____

Other contacts: _____

Phone Number: _____

Photographer: _____ (company)

Contact Person: _____

Phone Number: _____

Email: _____

Videographer: _____ (company)

Contact Person: _____

Phone Number: _____

Email: _____

Reception Event Planner

We want to ensure your Mitzvah goes absolutely perfect with all the events occurring as planned. We will stay in touch with caterers, photographers, and videographers and make appropriate announcements. This is a suggested order of events, but changes are welcome. Please indicate with a number the desired order of events. Song suggestions and selections may be determined at the time of choosing your playlist. At any time you may add or eliminate any event. The DJ will be doing quality checks with you throughout the evening. If something needs changed or addressed please let them know ASAP. Your satisfaction is most important. It is your Mitzvah we are here to please you.

_____ **Cocktail Hour:** Music of your selection will be played at conversation level.

DJ Meets Parents and the Mitzvah Boy or Girl to review order of events, name pronunciations, order of introduction and where to stand after introduction

_____ **Grand Introductions**

Court/Friends Song: _____

Guest of Honor Song: _____

_____ **Streamer/Confetti Shot:** Please circle the location of the streamer shot:

(Entrance Doors) or (Dance Floor) (Mitzvah Boy or Girl Only) or (All Introduced)

_____ **Welcome:** The welcome is to greet guests to Mitzvah to thank them for their presence. This is usually handled by the parents or other family member. This may also be done by the Mitzvah boy or girl or by the DJ.

Name: _____

_____ **Traditional Options**

Hamotzi Yes / No

Name/s: _____

Hora Yes / No

Song: _____

_____ **DJ Does Satisfaction Check with Mitzvah boy or girl and Parents:**

Response: _____

_____ **Dinner:** Music of your selection will be played at conversation level.

Please indicate: Hors d'oeuvres / Sit-down / Buffet (Buffet will be announced as Captain's Call)

** (DJ discuss with captain: Time of Dinner, How it will be served, DJ's Role and Meal)

_____ **Trip Down Memory Lane:** This picture presentation will show the life of the Mitzvah boy or girl. If shown on a large screen, this will be presented before the conclusion of dinner. If shown on a television, this is best presented continuously during cocktail hour or entire party for guests to view at their leisure.

** (DJ discuss with captain: Time of Viewing, How Shown, Seating, and Sound)

_____ **Candle Lighting Ceremony:** DJ will bring up the lights and play music selected during ceremony

See List on last page

** (DJ will also provide wireless microphone for mitzvah boy or girl)

_____ **Parent Dance:** The dance floor is reserved for the Mitzvah boy or girl to dance with parents.

Song Choice: _____ Video: Yes / No

Confetti or Streamer Shot: Yes / No

_____ **Group Photo:** All guest or just kids are invited to the dance floor for a group photo. Once all guest are positioned behind the Mitzvah boy or girl, the DJ explains we want two photos. One nice and one with everyone going crazy! This makes for a GREAT photo and is the best way to ignite the dance floor

_____ **Open Dance Floor:** The DJ will kick off the dancing with your great song selection! If you choose to do the group photo the DJ will announce that the Mitzvah boy or girl has requested that all guest remain on the dance floor for this one song. All other events will be completed after this first set of music.

Song Choice: _____

_____ **DJ Does Satisfaction Check with Mitzvah boy or girl and Parents:**

Response: _____

_____ **Snowball Dance**

Song Choice: _____

_____ **Scavenger Hunt**

Song Choice: _____

_____ **Coke & Pepsi Game**

Song Choice: _____

_____ **Dance-off**

Song Choices: _____

_____ **Frozen Shirt**

Song Choice _____

_____ **Hula Hoop/ Limbo**

Song Choices: _____

Other Interactive Options: *Show Us Your Moves, The Stroll, Sing-A-Long, Family Dance, ect....*

30 min
prior to
Last
Dance

DJ Does Satisfaction Check with Mitzvah boy or girl and Parents:
Ask Mitzvah boy or girl to review music and make any final requests.

Response: _____

Last Dance: *Toward the end of the reception the DJ will announce the last song with the Mitzvah boy or girl. The guests will be invited to join them on the dance floor.*

Song Choice: _____ **Streamer Shot** Yes / No

Other Events: *Please list and describe other events you would like to include.*

SPECIAL MUSIC SELECTIONS, DEDICATIONS OR EXCLUSIONS

DJ Notes or Comments:

continue on back of page if needed

Mitzvah Introduction Sheet

Introduction of the parents is optional.

Do you want to introduce the parents Yes / No

Do you want to introduce the parents (in the room) or (with the Mitzvah boy or girl): Circle one

Mitzvah boy or girls' parents: _____

Additional person: _____

Additional Special Guests _____

Additional person: _____

Girls

Boys

Mitzvah boy or girl name:
