

Bar/Bat Mitzvah Party Planning Summary

This form in conjunction with the candlelighting form are designed to prepare you in coordinating & selecting your choices for all aspects of your affair.

Cocktail Hour In Room Partitioned Separate Area Music Blend Live Jazz Trio

Kids Cocktails With Adults Main Room Separate Activity Novelty Entertainment

Cocktail Activities Kids Cocktail Party Record Hop Cocktail Hour It's All About You (Trivia Game On Your Child)
 Battle Of The Sexes Movie Trivia Basketball Hockey Karaoke, etc (see Kid's Cocktail Entertainment)

Candlelighting - Plan songs to be played for each candle (usually 14) We'll assist you in offering an appropriate song or plan fun upbeat party songs for your guests to light to, keeping the crowd into the candlelighting ceremony. Think about the person or group lighting
- Are there things:

1) they have in common, 2) relate to them, 3) have interests in or 4) describes their lifestyle?

The order of candlelighting is your choice. Normally it is customary to honor grandparents to light first, followed by aunts & uncles w/ cousins, older relatives, younger relatives, friends (parents, then child's - may designate one best friend, all friends, or breakdown - school, hebrew, neighborhood, camp, etc.), leading up to immediate family and finally the guest of honor. If you are lighting a memory candle best placement is after family before friends. There really is no set rule on candlelighting. It can be handled by your child or the MC. There are also several ways to present candlelighting, to be different, or to shorten the ceremony. Please inquire.

Cup of Life Ceremony - This alternative is in place of a typical candlelighting ceremony. 14 cups of wine - each symbolic of a different ingredient, ie health, compassion, virtue, success, love etc. are poured into the large Cup of Life. (See Cup Of Life Info)

Serving Style Kids / Adults Sit Down Buffet Food Stations
Courses Kids / Adults _____ 1st _____ 2nd _____ 3rd _____ 4th _____ 5th
Dessert Sit Down Frozen Dessert Sweet Table Presentation Kids Sundae Bar
Coordinates Decor / Room Colors _____ Theme _____

Party Prop Packages

- Standard** - basic assortment of hats, glasses, streamers, jewelry, inflates, hand held items & leis.
- Deluxe** - more sophisticated assortment of upgraded color coordinated premium enhancements in shiny mylar; (silver, gold, black & white, multi-color)
- Light Up** - hottest trend in party props today. Assortment of rings, necklaces, bracelets, chokers, magnets, clip & stick ons, done in fiber optic, LED, etc that will blink, flash & chase and glow!
- Nite-Glo** - props which are black light responsive ie. white gloves, shakers, wrist streamers & slap sticks, glo wigs & hats. Black lights (necessary) to illuminate your dance floor & the effect is enhanced with these black light party props with glow brightly under the black lights!

Music / Requests - Preference of music types, particular artists, or specific titles for dinner & dancing for kids & adults

Contests & Activities - child's choice of many interactive games & activities which take place while adults are served. During the activities it will give our DJ's a chance to play the hottest music that the kids will love, without interrupting the flow of the party. (see Contests / activities sheets)

Party Dress-Up Skits - (usually 1 or 2 for the kids & 2 with the adults (ladies & guys - together or separate) / can be handled pre-planned or spontaneous with or without designated guests. (Usually 6-8 guests per skit) (see costume skit options for complete list)

Skit Type or Theme _____
Song(s) _____
Guests _____
Guests _____
Costumes _____

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Song(s) _____
Guests _____
Guests _____
Costumes _____

Finale - We'll incorporate a fun finale to climax the occasion, bring everyone together & spotlight on the star of the party.

upbeat style / w/ hi energy music (everyone dancing, open center of dance floor recognizing immediate family members leading up to guest of honor.) with confetti shoot finale

lower key w/ closing medleys - blends of songs your guests are familiar with creating a circle of your guests all together.

May be enhanced with video as camera pans the circle and everyone can say a few words to guest of honor.

It is our intention to make your affair a most enjoyable occasion. I will be glad to accommodate you in planning and coordinating any special events.

Sincerely,

Neal Cohen, Director NCP