

## ***Bar / Bat Mitzvah Party Planning Guide***

Designed to give you step by step guidance for coordinating & selecting your choices for all aspects of your affair.

***Cocktail Hour*** - This is the time that all guests gather prior to the reception for food, drink & conversation. We'll ask if cocktail hour is separate, portioned, or in the same room. Music is provided during this time with a cocktail system which appears to be a speaker slightly larger than the size of a home theater center speaker. The cocktail system is set up on a black tripod pole in the corner of the room where cocktail hour will take place. Cocktail music during this time is designed to fill the air with blends of mild, midtempo & upbeat music yet not overpowering, allowing your guests to enjoy food & conversation. The music will also set the mood and the tone of your party to follow. There are several blends of music we've designed for cocktail hour (see cocktail hour music blends) or we may custom design a blend for you based on theme or your musical preference. Should cocktail hour & reception all be held in the same room for the adults, then the cocktail system would be available for kids cocktail hour.

***Kids Cocktail Hour*** - We'll need to know from you if the kids are separate from the adults? Is novelty entertainment planned for this time? There are several cocktail activities which we can engross the kids in during cocktail hour (see cocktail activities). You may plan to hold kids cocktails in the main room. If so, we'll contain the kids on the dance floor, play music off the main system and possibly run an activity or contest for the kids during this time.

Our staff is very busy and uses this time very effectively during cocktail hour. This is the time we establish a rapport with all of the kids and get to know them by introducing ourselves and talking to them about what they've seen and like; making them feel comfortable and in turn respond to us from the party's get-go! We give the kids the impression that we are there for them - not to be performers or center of attention. We'll also organize your child's friends into the groups necessary for the special skits and contests which have been chosen by your child.

***Kids Cocktail Party*** - A DJ is set up in a separate area for the kids with a sound system and music for the kids. The DJ will take requests and play all the songs the kids want to hear while they enjoy each other's company.

***Record Hop Cocktail Hour*** - This deluxe option offers a full hour of entertainment for the kids! A complete sound system, full compliment of music, additional prize package and a DJ/MC is all included and set up in the kid's cocktail area. Music is played for the kids as the DJ/MC takes their requests along with a few interactive activities or contests which are worked in to the hour. (You also have the option to have this record hop DJ and system available throughout the entire party, allowing your adult guests to an elegant dinner hour while entertaining the kids in a separate area)

***Kids Cocktail Music*** - Our DJ's select the hottest hits have them pre-mixed into a CD that will be played during the kids cocktail hour on our cocktail speaker system.

***Kids Cocktail Hour Entertainment*** - Various Cocktail Hour activities are available

for the kids to add to the fun. Activities included range from a basketball or hockey shoot, to movie, game show style trivia, battle of the sexes trivia - (guys vs. girls), Its All About You (trivia about the guest of honor), or even the Speed Demon hot wheel style bike relay will warm up the kids and get the party started with just the right pre party activity. Other optional activities for the kids include Record Hop or Kid's Cocktail Party, Pictures on magnets, frames, shirts, etc., Crazy ID cards, Video Rock, Funny Commercials, Karaoke (American Idol contest), Airbrushing, Tattoos, Hand Painted Photos, Polaroids, Magicians, Arcade games such as bubble soccer or hockey, foosball, alpine skiing, snowboarding, dance machine and much more!

***Grand Entrance*** - Include names of immediate family members to be recognized; host and hostess, siblings, and guest of honor. You may choose a particular song as a group or different songs for each family member to enter to, or the MC can assist you with an appropriate song based on your music tastes or interests.

**Formal Entrance** - This traditional entrance is handled with all guests seated at their tables as family members are introduced and enter the room leading up the entrance of the guest of honor in which all guests are asked to rise for!

**Informal Entrance** - This style entrance still gives the opportunity to family members (or just guest of honor) to be recognized however handled in a more informal fashion. All guests as they enter the main reception room are invited to the dance floor for dancing. Following a dance number or two, with the music still playing in the background, the MC would ask everyone to take a few steps back out of the center - opening up the center of the dance floor and all guests are asked to direct their attention to the rooms entrance. Family members are introduced into the room with all guests up on the dance floor clapping their hands. Once the guest of honor is introduced and makes their way to the center of the dance floor, everyone is invited to dance a couple of songs, followed by a slow number. Guests are then invited to their seats which would then lead into a candlelighting ceremony.

***Candlelighting Ceremony*** - Ceremony usually following the grand entrance which is designed to invite up family and friends to light candles in the cake. Design your candlelighting list to invite up 14 groups of people (13 plus the good luck candle). Names are usually called in the point of view of your child (for example Mom Mom & Pop Pop, Aunt Cindy, Uncle Mark, cousins Lauren & Alex) You may also choose to light a memory candle in honor of loved ones who have passed on.

Also, you may choose an appropriate song for each person or group coming up to light a candle. We recommend and will plan on fun upbeat party songs for your guests to light to which will appeal to and keep the crowd into the candle lighting ceremony. To customize the music, 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 candle lighting 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 candle lighting. It can be handled by your child or the MC. There are also several ways to present candle lighting, to be different, or to shorten the ceremony. Please inquire.

***Cup of Life Ceremony*** - This alternative is in place of a typical candle lighting ceremony. 14 cups of wine - ea. symbolic of a different ingredient, i.e. health, compassion, virtue, success, love etc. are poured into the large Cup of Life. (see Cup Of Life information sheets)

***Hora*** - We'll keep this traditional dance moving with interaction from your crowd. Immediate family will be invited to join in the middle first. Grandparents may be called in should they be able to participate, followed by Aunts & Uncles. Please also decide which family members you would like to be lifted in a chair during the hora.

***Ha Motzi & Kiddish*** - The blessing over the bread & wine. Please choose a guest(s) to perform these honors. (A kiddish is not required and may be done at your discretion)

***Toast*** - Please indicate who will be making the toast. If Dad is making the toast for example a nice touch would be to invite Mom up as well to join with Dad & guest of honor which will look nice for the pictures. Appropriate times for a toast to take place are usually just prior to or after the 1st course.

***Special Dances*** - You may choose songs for the Bar/Bat & Parent dance, Host & Hostess Dance & Bar / Bat & friend dance. Your MC will be happy to provide you with suggestions for these dances.

***Special Announcements / Requests*** - Indicate if there are any announcements that have to be made; birthdays, anniversaries, engagements, marriages or any dedications or special requests that are required to be played.

***Serving Style & Courses*** - Indicate which style serving you are planning for kids & the adults (i.e. Sit down, food station, or buffet. If a sit down is planned, please indicate what is being served (for example if it's hot soup) and the number of courses being served.

***Dessert*** - Is it a sit down, a sundae bar for kids, a sweet table - with a flaming presentation? Is dessert frozen for the adults? These are important questions we need answered.

***Coordinates*** - designed to coordinate the color scheme of your deluxe party props around the colors of your room! Also at times, themes may be tied in to coordinate with your party props or dress-up skits. (See skit options list)

***Party Prop Pkgs*** - Party giveaways to add color, excitement & enhance the atmosphere of your party. Available in:

\_\_\_ **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 i.e. 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!

**Dress-Up Skits** - Capture the moments of your party in a unique way. These fun skits (usually one for the ladies, one for the guys and one for the kids) incorporate your guests into a particular number and allow them to join into the fun! The skits may be customized and can be handled spontaneously or pre-planned with designated guests chosen beforehand. There are many themes & costumes to choose from. A great addition to your party!

**Contests** - Activities for the kids to keep them involved and entertained while the adults are enjoying their meal. The MC will discuss with you and your child your choices of the many interactive events and contests ranging from the classic Coke & Pepsi to Singled Out (trivia game about your child), Say What Karaoke, Battle Of The Sexes sing-a-long, Speed Demons (hot wheel style bike) relay, Quest, 4 Groups of 6, Hockey, Basketball & much much more! 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 Contest / Activities sheet for full variety!)

**Music** - Playing the music for a party is our specialty. Music is always varied and customized based on style, personal preference, themes, etc. Make notes of your favorite music requests consisting of favorite songs, specific artists or even types of music of yours and your child's.

**Finale** - We'll incorporate a fun finale to climax the occasion, bring everyone together & spotlight on the star of the party. It may include a confetti shoot finale! (Optional - included with some packages)

Just before the finale a nice touch would be to have all guests gather around the dance floor with the guest of honor to go around and give a hug to each guest

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

\_\_\_ lower key finale w/ closing medleys - blends of songs your guests are familiar with i.e., Lean On Me, That's What Friends Are For, I'll Be There, Can You Feel The Love Tonight, etc. creating a circle of your guests all together. May be enhanced with video as camera pans the circle with guest of honor going around to each guest or everyone can say a few words to the guest of honor.