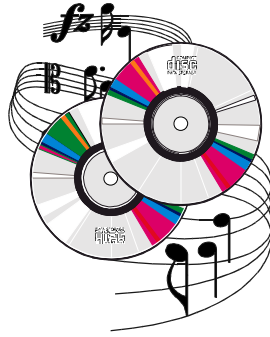


KEITH HENDERSON - DIGITAL SOUNDS, INC.



BAR / BAT MITZVAH PLANNER

Phone: 336-214-5829 • <http://www.KeithHenderson.com> • DigitalSounds@bellsouth.net

CONTACT INFORMATION

Bar/Bat Mitzvah Party Date: ____/____/____ Bar/Bat Mitzvah's Name: _____
Phone Number(s): _____ E-mail: _____
Parent's Name: _____
Phone Number(s): _____ E-mail: _____
Setup Start Time: _____ Music Start Time: _____ End Time: _____

LOCATION INFORMATION

Name/Address of Venue: _____
Contact Name: _____ Phone: _____
Primary Room Name/Location/Floor _____
Will music be needed in other rooms at any time (such as cocktail hour)? ____ If so, what, where, when? ____
Will the music be played outside? ____ If so where: _____
If music is to be played outside, please let KEITH know AS SOON AS POSSIBLE! _____

GENERAL INFORMATION

Approximate Number of Guests: _____ Adults (%): _____ Children (%): _____
Please describe any "dead air" time during which music should not be played. _____

ATTIRE

KEITH will be dressed in formal attire (party tuxedo) unless you indicate otherwise. If your event is not formal and you prefer less formal attire, detail preferences here. If nothing is indicated we will assume it is a formal event. Due to the activity, KEITH may and probably will shed his coat. _____

GRAND ENTRANCE WORKSHEET

PLEASE! Put in Introduction Order with the Phonetic Spellings!

Suggested Order of Introductions:

1. Grandparents (if introduced) 2. Parents (Called Hosts) 3. Siblings 4. Guest of Honor

Who will be performing the introduction? _____

<u>How to Introduce</u>	<u>Name(s)</u>	<u>Phonetic Spelling(s)</u>
1) Music: _____	_____	_____
2) Music: _____	_____	_____
3) Music: _____	_____	_____
4) Music: _____	_____	_____
5) Music: _____	_____	_____
6) Music: _____	_____	_____
7) Music: _____	_____	_____
8) Music: _____	_____	_____
9) Music: _____	_____	_____
10) Music: _____	_____	_____
11) Music: _____	_____	_____
12) Music: _____	_____	_____
13) Music: _____	_____	_____
14) Music: _____	_____	_____
15) Music: _____	_____	_____
16) Music: _____	_____	_____
17) Music: _____	_____	_____
18) Music: _____	_____	_____

CANDLE LIGHTING WORKSHEET

PLEASE! Put in Introduction Order with the Phonetic Spellings!

Suggested Order of Introductions:

- 1 Grandparents (if introduced) 2. Older relatives 3. Younger relatives 4. Friends of Parents 5. Friends of Bar/Bat Mitzvah 6. Immediate Family 7. Bar/Bat Mitzvah (Generally people are introduced by their familiar name i.e. Uncle Joe) Music is optional. Generally there are 13 candies, 12 for the honored guests, and the last for the Bar/Bat Mitzvah.

Who will be performing the introduction? _____

<u>How to Introduce</u>	<u>Name(s)</u>	<u>Phonetic Spelling(s)</u>
1) Music: _____	_____	_____
2) Music: _____	_____	_____
3) Music: _____	_____	_____
4) Music: _____	_____	_____
5) Music: _____	_____	_____
6) Music: _____	_____	_____
7) Music: _____	_____	_____
8) Music: _____	_____	_____
9) Music: _____	_____	_____
10) Music: _____	_____	_____
11) Music: _____	_____	_____
12) Music: _____	_____	_____
13) Music: _____	_____	_____
14) Music: _____	_____	_____
15) Music: _____	_____	_____
16) Music: _____	_____	_____
17) Music: _____	_____	_____
18) Music: _____	_____	_____

Will the Mitzvah be lighting a candle too? (___ Yes or ___ No)

If so, should I announce: "Ladies and Gentlemen, at this time we are going to have our traditional candle lighting ceremony, so if we can ask for your undivided attention, and welcome to the microphone, (Mitzvah's name)!"

(___ Yes or ___ No) Name: _____

Will KEITH announce the Guest of Honor, and if so, how? _____

Who will announce guests to come up to the cake and light a candle? _____

OPEN DANCE

We recommend high-energy dance sets interspersed with slow dance sets. If there are any particular dances you would like us to set up, please indicate them here. Also, there are a variety of skits that we can use to get your guests involved. These are some follow-along dances: ___ YMCA ___ Electric Slide ___ The Chicken Dance ___ Conga Line ___ Cha Cha Slide ___ C'mon 'N Ride It (The Train) ___ The Limbo ___ The Hokey Pokey ___ Macarena ___ Old Time Rock-n-Roll ___ Hand Jive ___ Soul Train ___ Bunny Hop ___ Ketchup Song

SUGGESTED ACTIVITIES

A (long) Note on Prizes:

you may want to have prizes - supplied by either yourself or myself (and reimbursed) - available for the winners. Proper prizes include basically anything under \$15, and, preferably, under \$5. \$15 items can be CDs or gift certificates, \$10 items can be movie rentals or cassettes, etc. Do NOT give away laser pointers - they are dangerous! Also please try to stay away from balls or things thrown, as well as the blow up hammers, bats etc. In fact, when the parents are shopping for these gifts, they can take the Mitzvah boy or girl with them shopping, and they can help choose prizes that they know their friends will enjoy! This personalizes the event for the Mitzvah and his/her friends. I recommend ordering on line for most things.

I recommend the following giveaways/gifts. The are always hits. Glow sticks, necklaces etc. LED magnetic lights, Gangster hats (cheap plastic white & Black), Boas, Blues Brother glasses, blow up feet/shoes. A few blow up guitars, keyboards & Saxes, Wigs (mylar are fairly inexpensive) and Tattoos (removable).

Glow Items:

<http://Ebay.com>

Bulk Items (Generally packs of 12):

<http://PartyPinto.com>

<http://www.SherrnanSpecIaIty.corn>

www.RINovelty.com

Single items:

<http://www.OrientalTrading.com>

When it comes to picking up prizes for giveaways, you want to get something that is good enough to promote competition, but not TOO good where the kids will risk life and limb! Also, you don't want the prizes to be higher in value than the gifts that the Mitzvah may receive! This statement became apparent when in one Bar Mitzvah party, the parent decided it would be neat to give away \$100 gift certificates to the local record store. Well, one of the kids almost broke a leg during Coke & Pepsi, and the Bar Mitzvah boy felt embarrassed because the value of the prizes exceeded the value of the gifts!

My personal feeling is not to emphasize winners, because to do so emphasizes losers. A good entertainer can throw a great party WITH NO PRIZES. Prizes are a big thing when the kids aren't kept busy having a good time. I realize that tradition dictates having some prizes.

Any giveaways for the kids, such as rope lights, necklaces, sunglasses, and plastic instruments, can usually be bought in bulk, and can be distributed early in the evening, to let everyone know that they are "winners" regardless. This is similar to a "goody bag", or a "loot bag"-- a common giveaway at birthday parties.

MAKING A CELEBRATION TO REMEMBER

What is YOUR definition of a successful party? Is it one that has adults and kids dancing together on the dance floor? Is it only the kids having a great time with the adults either watching or picking the kids up later? Are the adults more the focus of the entertainment? Will you, the parents, participate in games and dances? (This will encourage other parents to interact.)

Please give me your thoughts. _____

CONTACT INFORMATION FOR OTHER PROFESSIONALS

This is IMPORTANT for coordination before the Bar/Bat Mitzvah. Please give business name, contact name, phone & fax for each of the following:

Rabbi's Name, Address & Phone: _____

Caterer's Name, Address & Phone: _____

Photographer's Name, Address & Phone: _____

Videographer's Name, Address & Phone: _____

Is it okay to acknowledge the above people during the party? (____ Yes or ____ No)

***** Digital Sounds will usually videotape with 2 Sony Digital Cameras and edit with titles your event and provide you with a DVD or VHS. This is included in most packages unless you have hired another Videographer for the event.***

IS THERE A THEME?

List your theme suggestions here in order of preference.

1) _____

2) _____

3) _____

MUSIC YOU DON'T WANT TO HEAR

Please pick NO MORE than 5 DON'T-PLAY songs and write them below. I prefer that you give me genre and decade (i.e. "No 90's Pop").

1) Song: _____

2) Song: _____

3) Song: _____

4) Song: _____

5) Song: _____

Do you wish for me to take requests from your guests? (___Yes or___No)

If so, what If they ask for music that you requested that I NOT play: _____

DEDICATIONS

Please indicate if you want any specific song dedications and list names (with phonetic pronunciation), and song title(s) with artist(s), and if there is any specific point during the party you would like these:

<u>How to Introduce</u>	<u>Name(s)</u>	<u>Phonetic Spelling(s)</u>
1) Music: _____	_____	_____
2) Music: _____	_____	_____
3) Music: _____	_____	_____
4) Music: _____	_____	_____
5) Music: _____	_____	_____

Should I have "Open" dedications? (___Yes or___No)

GRAND FINALE / LAST DANCE

For the second-to-last song, we suggest getting everyone on the dance floor in a circle for a sing-a-long.

Is this OK? (___Yes or___No) Please indicate music (suggestions follow): Please check one or give title of your choice. _____

____ Last Dance ____ I've Had the Time Of My Life (from Dirty Dancing) ____ You're the One That I Want (from Grease) followed by Walking On Sunshine ____ New York, New York ____ Day-O ____ That's What Friends Are For ____ Lean On Me ____ You've Got A Friend

ORDER OF EVENTS WORK SHEET

<u>Sequence</u>	<u>/Time</u>	<u>Event</u>
	/	Reception Start
	/	Cocktail Hour Music Style: _____ _____Jazz _____Soft Rock _____Show Tunes _____Light Classical _____Easy Listening _____New Age _____Combo _____DJ Choice
		Is the cocktail hour in the same room/area? (___Yes or ___No) If not, where will this be located? _____
	/	Grand Entrance Music (See Grand Entrance Work Sheet):
	/	Motzi over Harma - Name: _____ Phonetic Pronunciation: _____
	/	Prayer Over Challah - Name: _____ Phonetic Pronunciation: _____
	/	Candle Lighting (See Work Sheet)
	/	Hora: Who is to be lifted? _____ Phonetic Pronunciation: _____
	/	Toast - Name: _____ Phonetic Pronunciation: _____
		Open Toast? Bar/Bat Mitzvah response? (circle if Yes)
	/	Meal Music Style: _____Jazz _____Soft Rock _____Show Tunes _____Light Classical _____Easy Listening _____New Age _____Combo _____DJ Choice
	/	Mitzvah Dance Music:
	/	Memory Glass
	/	Open Dance Games #1
	/	Open Dance Games #2
	/	Open Dance I Games #3
	/	Open Dance Games #4
	/	Grand Finale Last Dance Music:
	/	Other:
	/	Other

Note: The printed order of events is only a suggestion. Every Bar/Bat Mitzvah is different and this is YOUR Bar/Bat Mitzvah. Any event may be added, eliminated, or rearranged. Assign a sequence number to the events and line out those that you are not doing. Remember to review this schedule with your caterer.

DID I FORGET ANYTHING?

If so please take this space and time to let me know. _____

AS A FINAL NOTE. . . Thank you for the time you have put into this planner. Attention to detail is of what I am most proud. If you have any questions or suggestions please call or e-mail me. I pride myself in giving quick responses to your needs. If I can be of further service during your planning, do not hesitate to contact me. Consider me an additional resource for ideas, suggestions, and advice - I've seen a lot of parties! I've learned a few things along the way. Use me to your fullest advantage. Best wishes to you!

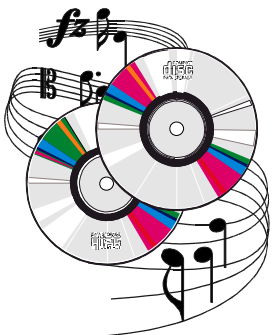
Sincerely,



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