



Mitzvah Planner

General Party Information

Date of Party:		Time:	
Venue:		Address:	
Guest of Honor:		Parents & Siblings:	
# of guests:		# of adults:	# of teens:
Reception Room:			
Cocktail Hour:	Yes or No	Time:	Room:
Cocktail Music:			

Introduction

Introduction:	Yes or No	Dais Intro Song (Title & Artist):	
Guest of Honor Intro Song (Title & Artist):			
<i>-- Please type in names in order you'd like them to be introduced & last line person listed is guest of honor's name --</i>			
	being escorted by:		
	being escorted by:		
	being escorted by:		
	being escorted by:		
	being escorted by:		
	being escorted by:		
	being escorted by:		
GUEST(s) of Honor:	being escorted by:		

First Dance:

First Dance:	Yes or No	Song:	
With Whom			

Motzi:

Blessing:	Yes or No (Bread/Wine) or Both	By Whom:	
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Toast:

Toast:	Yes or No	By Whom:	
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Hora:

Hora:	Yes or No	When:	After Intro, After Motzi, to open First Dance Set
Chairs:	Yes or No	With Whom:	

Candle Ceremony:

Candle Ceremony:	Yes or No	Before Dessert or After Intro?	
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--Please list below each candle in order with song title and artist--

#	<u>Name or Group</u>	<u>Song Title</u>	<u>Artist</u>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

Special Instructions

List below

Please Fill in all WHITE boxes, if you're not doing something put N/A. If you need more room to type just make font size smaller, do NOT make cells bigger. Where there are {Yes or No} questions just delete the wrong answer, leaving the correct answer in the box. If you do not know what song to choose for certain formalities we can choose one for you that will work the best, just type in the box DJ CHOICE. If there is something you think we left out just type it at the bottom of the last page. If you have any questions or concerns please feel free to contact us at anytime. Thank You!!

PLANNER MUST BE EMAILED BACK NO LATER THAN 2 WEEKS PRIOR TO THE EVENT!!!