



Your information sheet contains several categories in which you'll be asked to fill in appropriate information. Here are some explanations to make filling out this sheet easier.

Family Information: Include names of immediate family members, including stepparents, if applicable, and how you would like the MC to announce them.

Grand Entrance: Include your names (as host and hostess), names of brothers and sisters and the guest of honor. Choose a song to accompany each person walking in. You can choose different songs for each person or one for the entire group. We recommend upbeat music.

Candle Lighting: Include the names of people who will be coming to the cake. Write the names as your child calls them. (For example: Mom-Mom Rose and Pop-Pop Marvin, Aunt Carol, Uncle Steve, Cousins Amy and Justin, etc.) The usual order for candle lighting is:

- | | |
|----------------------|------------------------------|
| 1. Grandparents | 7. Friends of parents |
| 2. Aunts | 8. Friends of Guest of Honor |
| 3. Uncles | 9. Siblings |
| 4. Cousins | 10. Parents |
| 5. Older relatives | 11. Guest of Honor |
| 6. Younger relatives | |

The usual amount of candles is 14 (13 candles, one for good luck). Try to group relatives and friends together to keep the amount of candles to 14 as best as possible. It is perfectly okay if there are less than 14. If you would like to include a memory candle to acknowledge a deceased loved one, you can also indicate that information on the sheet as well. The memory candle is customarily the first candle.

You'll also need to choose songs to coordinate with each candle. When choosing you may want to match a specific song to each person or group of people lighting the candle (preferably fun and upbeat).

Don't hesitate to give us a call if you need suggestions.

Hora: Please indicate which immediate family members that you would like to be lifted in the chair during the Hora.

Welcome, Toast, Motzi, Kiddush: Please indicate which guests will be performing these honors. Please note that a Kiddush is sometimes not performed at the reception. Please ask your caterer.

Special Announcements: If appropriate, indicate if there are any special announcements about any guests that you'd like the MC to make: birthdays, anniversaries, engagements, marriages, etc.

Special Dances: The Host/Hostess Dance and Guest of Honor/Parent Dance generally take place right after the first and main courses or after the main course and the dessert. Please indicate which songs you would like to hear for these dances. We will be happy to give you suggestions.



Good Afternoon Ladies and Gentlemen and Welcome to the:

We are here to celebrate an amazing day for:

Introductions:

Grandparents:

Mother's: _____ Song:

(what child calls them) _____

Father's: _____ Song:

(what child calls them) _____

Parents: _____ Song:

Sisters or Brothers: _____ Song:

Guest of Honor: _____ Song:



Welcome/Toast: _____

Kiddush: _____

Motzi: _____

Helpful Hint: Be sure to find out if you or the caterer will provide the challah for the motzi and candles for the candle lighting.

Candle Lighting Ceremony

Candle 1 _____ Song: _____

Candle 2 _____ Song: _____

Candle 3 _____ Song: _____

Candle 4: _____ Song: _____

Candle 5 _____ Song: _____

Candle 6 _____ Song: _____

Candle 7 _____ Song: _____

Candle 8 _____ Song: _____

Candle 9 _____ Song: _____

Candle 10 _____ Song: _____

Candle 11 _____ Song: _____

Candle 12 _____ Song: _____

Candle 13 _____ Song: _____

Good Luck _____ Song: _____

***SING HAPPY BAR/BAT MITZVAH (at the end of the candle lighting): Yes No



Hora: To Be Lifted In Chair:

Special Dances:

Host/Hostess _____

Bar/Bat & Parent

Special Announcements:

Package:

Party Details: (Time Location)

Party Theme:

(So we can match theme on photo strip and TV Splash Screen)
