

## Client Information Sheet Instructions

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.

**Initial Information:** Include names of immediate family members, including step-parents, if applicable, and how you would like the MC to announce them.

**Grand Entrance:** Include your names (as host and hostess), names of siblings, 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.

**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 grandparents, aunts, uncles, cousins, older relatives, younger relatives, parent's friends, child's friends, parents, siblings, and Bar/Bat Mitzvah. 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. 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.

You'll also need to choose songs to coordinate with each candle. You may choose all Jewish music, any other song (preferably upbeat), or combination of both. You may want to match a specific song to each person or group of people lighting the candle. If you don't have specific preferences for songs, our MC's will choose the upbeat music for you to complement each candle.

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

**Motzi, Toast, Kiddish:** Please indicate which guests will be performing these honors. Please note that a Kiddish 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:** Please indicate which songs you would like to hear for the Host/Hostess Dance, Bar/Bat and Friend Dance (if appropriate), and Bar/Bat and Parent Dance. Your MC will be happy to give you suggestions for these dances.

On the back of the Client Information Sheet, you may indicate your musical requests and exclusions.

# Client Information Sheet

## Initial Information

Bar/Bat Mitzvah \_\_\_\_\_

Bro/Sis \_\_\_\_\_

Parents \_\_\_\_\_

## Grandparents:

Mother's \_\_\_\_\_

(What child calls them) \_\_\_\_\_

Father's \_\_\_\_\_

(What child calls them) \_\_\_\_\_

## Grand Entrance

Name

Song

Host/Hostess \_\_\_\_\_ / \_\_\_\_\_

Bro/Sis \_\_\_\_\_ / \_\_\_\_\_

Bro/Sis \_\_\_\_\_ / \_\_\_\_\_

Bro/Sis \_\_\_\_\_ / \_\_\_\_\_

Bro/Sis \_\_\_\_\_ / \_\_\_\_\_

Guest of Honor \_\_\_\_\_ / \_\_\_\_\_

## Candle Lighting

Name

Song

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

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\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

**Hora:** To Be Lifted In Chair \_\_\_\_\_

**Toast** \_\_\_\_\_ **Motzi** \_\_\_\_\_ **Kiddish (if app.)** \_\_\_\_\_

**Special Announcements** \_\_\_\_\_

**Special Dances**  
**Host/Hostess** \_\_\_\_\_

**Bar/Bat & Friend** \_\_\_\_\_

**Bar/Bat & Parent** \_\_\_\_\_

## Client Information - Dress-Up Skit Sheet

Costume dress-up skits are an included option in your package. Some of your guests will be chosen by you to be dressed in costumes over their clothes and party in front of your crowd to share the fun and excitement of this special day. We ask that you choose 6-8 guests for 2-4 skits. Skits don't have to be just for the kids. Your friends can be included, as well. Your MC will go over your skit options with you about 2 weeks before the party, as well as the rest of the information on your sheet. Feel free to use your imagination and create original skits for your party. And, as with all planning procedures, we will be there to answer any questions and offer appropriate suggestions.

### Skit #1

Names of guests

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### Skit #2

Names of guests

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### Skit #3

Names of guests

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### Skit #4

Names of guests

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