

By Request Entertainment
Mitzvah Client Information Worksheet Instructions



Your information worksheet 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 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.

Candle Lighting: Include the names of people who will be given the honor of lighting a candle. Write the names in the order that they will be called up. The usual order for the 14 candles is:

Grandparents
Aunts and Uncles
Cousins
Older Relatives
Younger Relatives
Parent's friends
Child's friends
Siblings
Parents
Bar/Bat Mitzvah

Try to group relatives and friends together to keep the amount of candles to 14 as best as possible. If you wish to include a memory candle please include this on the client information worksheet.

You have the option of choosing the songs to coordinate with each candle or *By Request Entertainment* can do this for you. If you wish for us to do this, please include detailed information about the people coming up (i.e. profession, interests, where they live, relationship to guest of honor etc). This will assist us in being creative.

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 traditional honors. Please confirm with your cater if the Kiddish will be performed at the reception.

Special Announcements: Include any special announcements that you would like the MC to make during your event: birthdays, anniversaries, etc.

On the back of your Mitzvah Client Information Worksheet, you may indicate your musical requests. Even more important to us is your **do not play** list.

Please return your completed Mitzvah Client Information Worksheet ten days prior to your event.

Mitzvah Client Information Worksheet

Initial Information:

Bar/Bat Mitzvah:

Brother(s) and Sister(s):

Parents:

Grandparents (Maternal Side):

Grandparents (Paternal Side):

Hora: List all family members that will be lifted in chair

Toast:

Motzi:

Kiddish (if applicable)

Special Announcements:

Candle Lighting Worksheet - Checkout our **candle lighting song** and **poem** suggestions.

Name	Song	Artist
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		