



Bar/Bat Mitzvah Planning Sheet

Bar/Bat Mitzvah's Name _____ Location _____
 Host & Hostess Names _____ Times _____ to _____ Arrival _____
 Brother/Sisters Names _____ Videographer _____
 Package _____ Photographer _____
 Theme _____ Caterer _____
 Total #Guests _____ # of Children _____ Decorator _____

Adult Cocktail Time _____ Location _____ Music _____

Kids Cocktail Time _____ Location _____ Music _____

Courses : Sit Down _____ Buffet _____ Stations _____

List Courses: _____

Kids' Games: _____

Grand Entrance

Host & Hostess _____ / _____

Brother/Sister _____ / _____

Brother/Sister _____ / _____

Brother/Sister _____ / _____

Guest of Honor _____ / _____

Candle Lighting

Please write the name of the guest, the song and the artist for each candle. Use separate sheet if needed

Example: 1. Grandma and Grandpa: How Sweet it is to be Loved by You – James Taylor

1. _____ 8. _____

2. _____ 9. _____

3. _____ 10. _____

4. _____ 11. _____

5. _____ 12. _____

6. _____ 13. _____

7. _____ 14. _____

Hora _____ Bar/Bat Raised in Chair- _____ Family Raised in Chair: _____

Hamotzi: _____ Kiddish: _____

Toast: _____ Speech: _____

Special Dances

Bar/Bat & Parent Dance: _____

Host/Hostess Dance: _____