

Bar/Bat Mitzvah Planner

Complete Music has two goals

1. To make sure that at your dance everything runs smoothly and according to your plans.
2. To make sure that all of your guests have a great time.

Filling out this event planning sheet will help us meet these goals

General Information

Your Name _____ Phone # Work/Cell _____

Date of Event _____ Phone # Home _____

Type of Event _____ E-Mail _____

Number of guests _____

Address _____

How would you like your DJ to dress? Tux Suit Semi-formal Other

DJ personality you'd prefer Very Outgoing Moderately outgoing Easygoing

Set-Up Time

Your DJ would like to begin setting up at least one hour prior to the start of your dance.

Please have one table (at least six feet in length) placed where you would like the DJ to perform.

What time is your event? Start? _____ End? _____

What will you be serving? Hors D'oeuvres Sit-Down Dinner Buffet Approximate Time _____

What time will the guests arrive? _____ Would you like your DJ to set up before your guests arrive? Yes No

(Early set-up time is available; please call your Complete Music representative for details.)

Music Variety

Your DJ may take requests from your guests and play ONLY requests based upon YOUR music style selections.

Please select the music styles you want played at your event

Complete Variety Top 40/Current 90's 80's 70's 60's 50's Rock & Roll R & B

Rap Contemporary Country Country Oldies Polkas Waltzes Big Bands

Please select from our song catalog and write below some of the songs you know you would definitely want your DJ to play.

Would you wish to bring music from your personal CD collection? Yes No

ICEBREAKERS

Your Complete Music Disk Jockey has been trained to help your guests have fun and become part of your celebration through the use of Icebreaker Dances. If you are unsure of what an icebreaker dance is, please contact your representative.

- | | | | | |
|---|--|--|---|--|
| <input type="checkbox"/> Macarena | <input type="checkbox"/> Bird Dance | <input type="checkbox"/> Circle Two | <input type="checkbox"/> Electric Slide | <input type="checkbox"/> Country Line Dances |
| <input type="checkbox"/> Snowball Dance | <input type="checkbox"/> Cotton Eyed Joe | <input type="checkbox"/> Slow Ladies Choice | <input type="checkbox"/> Hokey Pokey | <input type="checkbox"/> Stroll |
| <input type="checkbox"/> Conga Line | <input type="checkbox"/> Bunny Hop | <input type="checkbox"/> Twist | <input type="checkbox"/> Shout | <input type="checkbox"/> Remedial Disco/YMCA |
| <input type="checkbox"/> Cha-Cha Slide | <input type="checkbox"/> Limbo | <input type="checkbox"/> East Side/West Side | <input type="checkbox"/> Mummy Game | <input type="checkbox"/> Dance Contest |

Others you may have seen that are not listed

Initial Information

Bar/Bat Mitzvah _____

Brother/Sister _____

Parents _____

Grandparents _____

(Mother's)

(What Child Calls Them)

Grandparents _____

(Father's)

(What Child Calls Them)

Grand Entrance

NAME

SONG

Host/Hostess _____

Brother/Sister _____

Brother/Sister _____

Brother/Sister _____

Brother/Sister _____

Brother/Sister _____

Guest of Honor _____

Events

Toast _____

Motzi _____

Kiddish _____

Candle Lighting

NAME

SONG

Special Dances

NAME

SONG

Host/Hostess _____

Bar/Bat & Friend _____

Bar/Bat & Friend _____

Special Announcements

Thanks again for booking Complete Music!