

## Conway Entertainment Mitzvah Layout Form

### Your Contact Information:

Your First Name:

Your Last Name:

Your Email:

Your Daytime Phone:

Your Evening Phone:

### Mitzvah Information:

Mitzvah:

Guest of Honor's Name:

Your Mitzvah Date: **mm/dd/yy**

Start Time of reception:

End Time of reception:

What approximate time will guests begin arriving?

Approximate number of guests:

Indicate how you would like your DJ to dress:

If other, please explain:

### Reception Hall Information:

Location Name:

Location Address:

Location Manager:

Location Phone Number:

If requested,  
Please provide directions  
to event location

Is the event indoors or outdoors?:

If in a specific room, please list the name:

What floor is the room on?

If your event is not on the 1st floor, is there an elevator?

**Set-up**

**At the location, we only require the following items:**

1. Sufficient Power: A 110 volt, 15 amp (or more) circuit for DJ equipment use only.  
We require a second 15 amp circuit if setting up a lightshow.
2. At least (1) six-foot or larger table. If possible, please provide table cloth and skirting.  
At schools, a second table is always helpful and a third if we are setting up our Video System.
3. Protection from direct sunlight and rain if location is outside.

**We generally begin setting up 45 minutes prior to the start of the event.**

If an earlier set-up is required, please tell us when to set-up.

Please note, this option is not always available and is usually an additional charge.

**Other Information (Leave blank if question does not apply to your event):**

Who is the photographer?

Photographer phone:

Who is the videographer?

Videographer phone:

Service location:

Service start time:

Estimated length of service:

Estimated drive time from service to reception location:

**Answer the following only if you are having the service at the reception location**

Will the service be in the same room as the reception?

If no, where?

**Please indicate whether or not you would like the following performed at the reception:  
If yes, indicate with a number what order you would like them in:**

Cocktail Hour: If so, time and duration:

Location of Cocktail hour, if different from reception room:

Will we be providing the music?

Grand Entrance/Introductions: (if yes, fill out the **Grand Entrance/Introductions** section below)

Motzi: If so, who will lead?

Kiddush: If so, who will lead?

Toast: If so, whom:

Candle Lighting: (if yes, fill out the **Candle Lighting** section below)

Hora: Chair Lift?

If so, which family members:

The Meal: Meal type for kids:

Meal type for adults:

Will DJ(s) be provided meal(s)?

We do not require to be fed, but it is appreciated.

Centerpiece Giveaway:

Host/Hostess Dance:

If so, title and artist:

Would you like guests to join in?

Guest of Honor/Parent Dance:

If so, title and artist:

Would you like guests to join in?

Grand Finale:

If so, title and artist:

If yes, Would you like the guests in a circle around the guest of honor:

Other:

Explain:

**If you would like Reception Grand Entrance/Introductions, fill out the section below:** (if not, skip this section)

**Suggested Order of introductions:**

**1. Parents 2. Siblings 3. Guest of Honor**

If introduction music is important, list title and artist:

**Relation to guest of honor:**  
(How to Introduce)

**Name(s) and if needed,**  
phonetic pronunciation(s)

**Music:**  
If important list title and artist

1.

2.

3.

4.

5.

6.

7.

8.

9.

**If you would like Candle Lighting, fill out the section below:** (if not, skip this section)

A memory candle for deceased relative(s) may be lit by the guest of honor. Typically this is announced by the Guest of Honor, and is done either before the first candle is announced, or before the parents' candle is announced. Alternatively, one of the candles on the cake can be as a memory candle - this would be announced at the time of that candle.

Will there be a memory candle?

Who will announce the guests up to the cake,  
Guest of Honor or MC? (Typically announced by  
the Guest of Honor)

**Include the names of people who will be coming to the cake and if MC is announcing please include phonetic pronunciation. The usual order for candle lighting is:**

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

The usual number of candles is 14 (13 for age, one for good luck).

Try to group relatives and friends together to keep the amount of candles to 14 as best as possible.

Traditionally, Jewish music is played for when guests are called to light their candle.

However, it is not unusual for the guest of honor to designate certain songs for his or her guests for each candle.

<b>Relation to guest of honor:</b> (How to Introduce)	<b>Name(s) and if needed,</b> phonetic pronunciation(s)	<b>Music:</b> If important list title and artist
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

**Games, Contests & Group Dances**

Kids and teenagers tend to finish eating before the adults do. As the kids finish, we play games and contests with them to keep them occupied and allow the adults time to finish eating. Also, depending upon yours and your guests requests, we will also play games & group dances through out the entire reception.

**Indicate when you would prefer to have games and/or group dances performed (check as many as you like):**

During Cocktail

After kids meal

Various times during dancing

**Some of the games played include:**

**Some of the group dances include:**

Coke and Pepsi  
Hula Hoops  
Hot Potato/Hula Hoops  
Mummp Wrap  
Musical Chairs  
Relay Races  
Dance Contests  
Trivia  
Scavenger Hunt

Limbo  
Turkish Kiss  
Cha Cha Slide  
Chicken Dance  
Electric Slide  
Hokey Pokey  
Macarena  
YMCA  
Conga  
Locomotion

**If there are any other games or dances of high importance please list below**

**If you would like us to ask various trivia questions about the Guest of Honor, please supply questions below:  
(Ex. What is the Guest of Honor's favorite color?)**

**If you are supplying party favors and prizes, please list them below:**

**Additional important songs and/or requests:**  
If dedication, please write for whom.

**Other musical categories:**  
Feel free to list other categories of music (included titles/artists) that guests may be interested in hearing.

**Songs or dances you would not like played:**  
Fill in only if important.

**Notes:**  
Please list any additional information, details, needs, and/or special instructions.