

# PARTY UP

## Productions

### Bar / Bat Mitzvah Information Sheet

Important: In order to ensure quality service and prompt arrival of our performers, please return this sheet no later than 8 weeks prior to your event.

Client Name: \_\_\_\_\_

Date of affair: \_\_\_\_\_

Name of facility: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone / email: \_\_\_\_\_

Name of ballroom: \_\_\_\_\_

Times: Cocktail hour: \_\_\_\_\_ to \_\_\_\_\_

Ballroom: \_\_\_\_\_ to \_\_\_\_\_

Is the cocktail hour in the same or separate room? Yes \_\_\_ No \_\_\_

(please note: if the affair is in a temple, please provide times that we can enter facility, due to Sabbath)

Approximate no. of adults: \_\_\_\_\_ Approximate no. of kids: \_\_\_\_\_

Grand entrance: Yes \_\_\_ No \_\_\_

Grand entrance will include:

Relationship	Name	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Guest of honor: \_\_\_\_\_ Hamotzi performed by: \_\_\_\_\_

Toast (if any) by: \_\_\_\_\_

First dance: Title: \_\_\_\_\_ Artist: \_\_\_\_\_

Please let us know the name and contact info of your:

Videographer: \_\_\_\_\_

Photographer: \_\_\_\_\_