

Sweet 16 Party Planner

Don't worry if you don't have all of the information to complete this planner. Fill in the information you are sure about, and we will help you complete it when we get together for the planning consultation.

Contact Information

Client name: _____ Phone/Email: _____
 Guest of honor's name: _____
 Party Date: _____ Setup Start Time: _____ Entertainment Start Time: _____ End Time: _____

Order of Events

Sequence	Time	Event
		Guests arrive
		Party Start
		Grand Entrance / Introductions
		Open Dancing
		Grace/Blessing
		Toasts
		Salad
		Open Dancing
		Main Course
		Cake Candle Lighting Ceremony <i>(optional)</i>
		Father/Daughter Dance
		Open Dancing
		Dessert
		Open Dancing
		Grand Finale

Note: The printed order of events is only a suggestion. Every reception is different, and this is YOUR reception. Any event may be added, removed, or rearranged as long as it is clearly indicated in the above table. '~' means approximate time.

Location Information

Name/address of establishment: _____
 Contact name: _____ Phone: _____
 Primary room name/location: _____ Floor: _____
 Do we have to provide music in other room(s) at any time? If so, what, where and when?: _____
 Directions to party *(use additional sheets if necessary)*: _____

Sweet 16 Party Planner

General Information

Number of guests:

Children:

Theme *(optional)*:

Number of courses to be served (including dessert):

Are you/the caterer providing meals for the entertainment staff?

Will the caterer be using the dance floor for a buffet during the cocktail hour?

During the main course?

Does the caterer need everyone seated to take orders for the main course?

If yes, when and for how long?

Is there "dead air time" during which we shouldn't play?

When?

Standard attire for the DJ and MC is suits with black or white shirts and straight white or black ties. If you wish different attire, detail preference here:

Contact Information For Other Party Professionals

	Name	Phone	Fax	Booked From-To
Caterer				
Banquet Hall/Venue				
Planner/Coordinator				
Photographer				
Videographer				
Florist				
Decorator				
Cake Maker				

Party Start

Music to start with *(soft music recommended if food on tables, high-energy dance music recommended otherwise)*:

Grand Entrance / Introductions

We recommend upbeat music. Note that instrumentals work best for "expanded introductions." Some song suggestions follow:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Adagio For Strings (Tiesto) • America (Neil Diamond) <i>(instrumental part)</i> • Chariots of Fire • Da Funk (Daft Punk) • James Bond Theme (Moby) • Havana (Kenny G) • Masterpiece Theater Theme • Mission Impossible Theme (Adam Clayton & Larry Mullen) • Olympic Theme • Peter Gunn (Duane Eddy) • Pink Panther Theme (Henry Mancini) | <ul style="list-style-type: none"> • Rocky Theme • Route 66 Theme (Nelson Riddle) • Sandstorm (Darude) • Sirius (Alan Parsons Project) • Take Five (Dave Brubeck Quartet) • Theme from 2001 A Space Odyssey • The Entertainer (Scott Joplin) • The Magnificent Seven (Al Caiola) • Tonight Show Theme • Twilight Zone (2 Unlimited) • 20th Century Fox Fanfare <i>(for after guest of honor introduced)</i> |
|---|--|

Please list those to be introduced during the grand entrance in the order they will be introduced. You can choose different songs for each person or one for the entire group. *Use additional sheets if necessary. If you want, interesting tidbits of information about relationships to the guest of honor can be announced—if so, please write details below each person's name.*

Sweet 16 Party Planner

<u>Name/Phone Number</u>	<u>Phonetic Pronunciation</u>	<u>How to Introduce</u>	<u>Music</u>
--------------------------	-------------------------------	-------------------------	--------------

Blessing

Grace (or other blessings)

Name of person (with phonetic pronunciation) to be introduced to say the blessing

Toast

Who will be introduced to offer the toast to the Guest of Honor? Write the name as the Guest of Honor would, and include phonetic pronunciation:

Will there be other people offering toasts? If so, describe:

After the toast, will the Guest of Honor want to say something? *This is a wonderful opportunity to welcome everyone and to do any special acknowledgements, such as guests who have traveled a long distance or friends or family who have contributed in the preparation of the ceremony or reception. This is a fun and memorable alternative to the typical, time-consuming receiving line.*

Meal

Type of music:

While guests are waiting for food, we can encourage other couples to come out on the floor and slow dance. Is this OK with you AND the caterer?

Candle lighting

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 lit as a memory candle—this would be announced at the time of that candle. Will there be a memory candle?

Will the MC or the Guest of Honor be calling the guests up to the cake (*circle one*)?

Include the names of people who will be coming to the cake. Write the names as the Guest of Honor calls them (like "Aunt Rose and Uncle Bob," etc.), and include phonetic pronunciation. The usual order for candle lighting is:

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

The usual number of candles is 17 (*16 for age, one for good luck*). Try to group relatives and friends together to keep the amount of candles to this number as best as possible. You can have interesting tidbits of information announced as the individuals come up to light the candles. If you want to do this, please write details below each person's name.

You will also need to choose music to be played while people come up and light the candles. You can have one piece of music serve as background to all of the candles, or you may want to match a specific song to each person or group of people lighting the candle (*preferably fun and upbeat*). The total ceremony takes about 15 minutes.

<u>Name(s)</u>	<u>Phonetic Pronunciation(s)</u>	<u>How to Introduce</u>	<u>Music</u>
----------------	----------------------------------	-------------------------	--------------

- 1.
- 2.
- 3.

Sweet 16 Party Planner

<u>Name(s)</u>	<u>Phonetic Pronunciation(s)</u>	<u>How to Introduce</u>	<u>Music</u>
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			

Father/Daughter Dance

Song for guest of honor/parent dance (*we recommend a slow song, some suggestions follow*):

- Unforgettable (Dinah Washington, Natalie Cole or Nat King Cole)
- Wind Beneath My Wings (Bette Midler)
- Always and Forever (Heatwave or Luther Vandross)
- You Raise Me Up (Josh Groban)
- Stand By Me (Ben E. King)

After which course (*typically after main course*):

You can have us invite your guests to join in partway through the above song, or we can invite them up when the next song begins. We can have all fathers/daughters join you first and invite the rest of the guests to join in one verse later, or we can invite all of the guests to join in at the same time. When and how do you want us to invite other guests to join in?

For some people, a special dance with a Stepfather, Uncle, Brother, or close family friend is done in lieu of, or in addition to, a father/daughter dance. Please indicate any other special dances here:

Grand Finale

Before the last dance, we can organize guests into a circle around the guest of honor, pass the mic around, and allow them to each offer best wishes. Do you want to do this? To what song (*we suggest That's What Friends Are For*)?

Music for last dance (some suggestions follow):

- Last Dance (Donna Summer)
- Times Of Your Life (Paul Anka)
- I've Had the Time Of My Life (from Dirty Dancing)
- "You're the One That I Want (from Grease) followed by "Walking On Sunshine"
- Save The Last Dance For Me (Michael Buble)
- Margaritaville (Jimmy Buffet)
- Piano Man (Billy Joel)
- Shout (Isley Brothers)
- New York, New York (Frank Sinatra)
- The Party's Over (Willie Nelson or Nat King Cole)
- Goodnight Sweetheart (The Spaniels)
- Day-O (Harry Belafonte)

Follow-Along Dances (optional)

If there are any specific dances you would like us to lead, please note them here. Here are some of the dances we are currently doing:

- Cha Cha Slide
- Chicken Dance
- C'mon 'N Ride It (The Train)
- Conga Line
- Cotton-Eyed Joe (Rednex)
- Electric Slide
- Hokey Pokey
- Macarena
- Mambo Number 5
- Men In Black
- Wild Wild West (Will Smith)
- YMCA

Ethnic Dances, Etc.

Please indicate any specific ethnic dances you want to do or customs you wish to observe, and at what points in the party (also add them to order of events on page 1). Make sure to include names (with phonetic pronunciations) of specific people to be involved (i.e., names of people that will be lifted up in chairs).

Music Requests (Songs to DEFINITELY be played) (Use back or additional sheets if necessary)

*Try to put only 5-10 MUST PLAY requests here, and list additional requests in the next section to be played if time permits. **If any song has a special meaning to you, please detail that in the notes below.***

Title/Artist

Notes (specific time to play, person to dedicate to, etc.)

Music Requests (Songs to be played if possible) (Use back or additional sheets if necessary)

Also list any types/genres of music you'd like us to play from.

Guest Censorship Guidelines

Some songs/lyrics are not appropriate for all audiences (e.g. kids), may offend some people, or may be generally not conducive to a party atmosphere. From the following categories, which types of songs should we censor (NOT play):

Type	Example	Censor?	Comments (e.g. qualify what to censor)
Foul language (blatant)	Unbleeped curse words		
Foul language (borderline)	Motherf***er (bleeped but you can still tell/audience may sing along)		
Sexual (blatant)	Closer / Nine Inch Nails – I want to F**k you like an animal		
Sexual (borderline)	It Wasn't Me / Shaggy – Banging on the Bathroom Floor Bad Touch / Bloodhound Gang – You and me ain't nothing but mammals so let's do it like they do on the discovery channel ... Get horny now.		
Sexual (mild)	Hot In Here / Nelly – Let's take off all our clothes Your Body Is a Wonderland / John Mayer		
Violence (blatant)	Rapping about shooting people Gunshot sound effects		
Violence (mild)	Hit Me With Your Best Shot / Pat Benatar		
Drug use	Rapping about illegal drug use / dealing		
Adultery/Cheating	Before He Cheats / Carrie Underwood I Honestly Love You / Olivia Newton-John		
Depressing / sad	Comfortably Numb / Pink Floyd Against All Odds / Phil Collins 19 / Paul Hardcastle Ghetto / Akon		
Really hard rock	Die, Die My Darling / Metallica No Place To Hide / Korn Faith / Limp Bizkit		
Other religions	Fire and Rain / James Taylor (for non-Christians) – Jesus reference Jesus Take the Wheel / Carrie Underwood (for non-Christians) King Without a Crown / Matisyahu (for Christians) – waiting for the messiah (NOT Jesus)		

If there are any other categories you wish to add, list them below *(Use back or additional sheets if necessary)*:

NOTE: Blatant cases are generally flagged as such in our internal music database, but the borderline/mild cases are more subjective (depends on who is evaluating) and may not be uniformly flagged to your liking. So the above can only be considered a guideline (not a contractual obligation).

List Of Songs & Music Types NOT To Be Played *(Use back or additional sheets if necessary)*

List Of Songs To Be Played ONLY IF REQUESTED BY A GUEST *(Use back or additional sheets if necessary)*

Sweet 16 Party Planner

Dedications, Birthdays, Anniversaries, Other Special Dances, etc.

List any special announcements you would like us to make. This is a great way to personalize your event and recognize someone special.

Additional Notes (Use back or additional sheets if necessary)

Is there anybody that is really important to you that won't be able to attend? If so, please describe (including names) below.

If there is anything else we need to know to ensure your reception flows smoothly, please list the details here. In particular:

- Deceased or estranged family members
- Divorced and/or remarried family members