

Sweet 16 Planning Form

This is for you to use as a guideline in planning your reception. Please insert a number next to each event. Start with number 1 and follow in numerical order.

All events are optional please put a line through any event to eliminate.

_____ **Cocktail / Hors d'oeuvres Hour** Music will be played during the arrival of the guests.

_____ **Grand Entrance Announcements** The DJ/MC will announce the court **Time:** _____

_____ **Toast(s)** Wireless microphone is available. Before or after dinner is served? Please circle one.

Who will be giving the toast (1) _____

(2) _____ (3) _____

_____ **Blessing/Grace** before dinner, chosen person will be introduced. Wireless microphone available.

Who will be doing the blessing of food? (1) _____

_____ **Food Service** will be announced and dinner music will be played. **Time:** _____

_____ **Food Service** Second Course _____ Third Course _____

_____ **Changing of Shoes & Crown:**

_____ **Special Dance - GOH & Father** will be introduced and their special song played.

_____ **Special Dance – Other** _____ will be introduced and their special song played.

_____ **Special Dance – Group Dance** will be invited onto the dance floor to dance to a song selected by you

_____ **Candle Lighting Ceremony** (13 candles for Mitzvahs, 16 candles for sweet 16's)

_____ **Photo Montage** usually played during dinner or after everyone is seated / or returns from buffet

_____ **Cake Cutting** announced and attention will be directed towards the cake and the GOH. **Time:** _____

_____ **Dance Set 1** (a dance set between a meal or after the Bride & Groom First dance)

_____ **Dance Set 2** _____

_____ **Dance Set 3** _____

_____ **Dancing** to more dance music until the end of your reception.

_____ **Other** - Use to write in your own special event or dance, otherwise please disregard.

Any other events or requests, feel free to add on reverse side:

Music Suggestions

Cocktail Hour: Genres of Music:

(1) _____ (2) _____

(3) _____

Artist Suggestion:

(1) _____ (2) _____

(3) _____ (4) _____

(5) _____ (6) _____

(7) _____ (8) _____

(9) _____ (10) _____

Dinner Music: Genres of Music:

(1) _____ (2) _____

(3) _____

Artist Suggestion:

(1) _____ (2) _____

(3) _____ (4) _____

(5) _____ (6) _____

(7) _____ (8) _____

(9) _____ (10) _____

Dancing Music: Genres of Music:

(1) _____ (2) _____

(3) _____

Artist Suggestion:

(1) _____ (2) _____

(3) _____ (4) _____

(5) _____ (6) _____

(7) _____ (8) _____

(9) _____ (10) _____

If Music is needed for ceremony please list on reverse side.

Song Choices: Other Music

Parents introduction Song: _____

Court Entrance introduction Song: _____

Guest Of Honor Entrance Song _____

Court Special Dance: _____

GOH & Father's Dance: _____

Changing of Shoes & Crowning Song: _____

Other Special Dance: _____

Cake Cutting Music: _____

3 Last Songs 1. _____

2. _____

3. _____

Please Check Each Category Of Music,
Likely Appeals To The DANCERS In Your Crowd

Top 40 _____ R&B _____ Hip-Hop _____

Salsa _____ Merengue _____ Bachata _____ Cumbia _____

Reggaeton _____ Reggae _____ Soca _____ Calypso _____

House _____ Dance _____ 70's _____ Freestyle _____

Oldies (50's,60's) _____ Disco _____ Motown _____ 80's _____

Participation Dances: YES or NO

Harlem Shake _____ Gang' em Style _____ Wobble _____

Cha Cha Slide _____ Electric Slide _____ Bikers Shuffle _____

Cupid Shuffle _____ Cotton Eyed Joe _____ Soul Train Line _____ Other _____

Any other songs or requests, feel free to add here or on reverse side:

Introduction

If you would like everyone announced, please make sure there is good communication at the event, with the DJ and the wedding party, to help identify each person.

Please number the following in the order you would like to have announced.

_____ **Parents of Guest Of Honor** _____

_____ **Sweet 16 # 1** _____ **Sweet 16 # 1** _____

_____ **Sweet 16 # 2** _____ **Sweet 16 # 2** _____

_____ **Sweet 16 # 3** _____ **Sweet 16 # 3** _____

_____ **Sweet 16 # 4** _____ **Sweet 16 # 4** _____

_____ **Sweet 16 # 5** _____ **Sweet 16 # 5** _____

_____ **Sweet 16 # 6** _____ **Sweet 16 # 6** _____

_____ **Sweet 16 # 7** _____ **Sweet 16 # 7** _____

_____ **Sweet 16 # 8** _____ **Sweet 16 # 8** _____

How would the GOH would like to be introduced?

CANDLE CEREMONY

CANDLE #1 _____ SONG: _____

CANDLE #2 _____ SONG: _____

CANDLE #3 _____ SONG: _____

CANDLE #4 _____ SONG: _____

CANDLE 5 _____ SONG: _____

CANDLE #6 _____ SONG: _____

CANDLE #7 _____ SONG: _____

CANDLE #8 _____ SONG: _____

CANDLE #9 _____ SONG: _____

CANDLE #10 _____ SONG: _____

CANDLE #11 _____ SONG: _____

CANDLE #12 _____ SONG: _____

CANDLE #13 _____ SONG: _____

CANDLE #14 _____ SONG: _____

CANDLE #15 _____ SONG: _____

CANDLE #16 _____ SONG: _____