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## *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>
		Open Dancing
		Dessert
		Open Dancing
		Grand Finale

*Notes: The printed order of events is only a suggestion. Every party is different, and this is YOUR party. Any event may be added, removed, or rearranged as long as it is clearly indicated in the above table. Remember to review this schedule with your caterer! '~' 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?

Tuxedo pants, shirts, and gold musical note vests are the normal outfit for MCs, DJs, and Party Motivators. Party dancers (if any) will dress in appropriate, tasteful costumes. 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				

## Party Start

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

### Grand Entrance / Introductions

Introductions can be performed by Get On Up Entertainment's MC (Master of Ceremonies), or by someone else. (*Requests to change this at the party will only be honored if given directly by the client to the MC.*) Who will be performing the introductions?

We recommend upbeat music. Some song suggestions follow:

- High-energy techno (*like Twilight Zone by 2 Unlimited*)
- Party Time (Gloria Estefan)
- America (Neil Diamond)
- Havana (Kenny G)
- Theme from 2001 A Space Odyssey

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.*

<u>Name(s)</u>	<u>Phonetic Pronunciation(s)</u>	<u>How to Introduce</u>	<u>Music</u>
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### Grace (or other blessings)

Blessing

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.*

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## 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.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			

# Sweet 16 Party Planner

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## 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"
- 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)

## Table Photos/Interviews

Please indicate the points (if any) during the reception when you and your photographer want everyone to remain seated for table photos:

Please indicate the points (if any) during the reception when you and your videographer want everyone to remain seated for table interviews:

If the photographer or videographer requests it, do you want us to clear the dance floor or delay the start of dancing for the completion of table photos and/or interviews?

## Follow-Along Dances (optional)

If there are any specific dances you would like us to lead (*requires a minimum of our MC Entertainment Package*), please note them here. Here are some of the dances we are currently doing:

- Agadoo
- Blame It On The Boogie
- Car Wash
- Cha Cha Slide
- Chicken Dance
- C'mon 'N Ride It (The Train)
- Conga Line
- Cotton-Eyed Joe (Rednex)
- Cup Of Life (Ricky Martin)
- Dollar Wine Dance
- El Tongoneo (Mestizzo)
- Electric Slide
- Get Down Tonight
- Greased Lightning
- Hands Up (from Club Med)
- Hokey Pokey
- Hold Your Head (Bahamas)
- Kung Fu Fighting (Bus Stop)
- Let It Whip
- Lindy (swing)
- Macarena
- Mambo Number 5
- Maria (Ricky Martin)
- Men In Black
- Mony Mony
- Piano Man
- Play That Funky Music
- Runaround Sue
- Shout
- Staying Alive
- Swing Engine
- Turn The Beat Around
- Walk This Way (Run DMC)
- Wild Wild West (Will Smith)
- YMCA

## Sweet 16 Party Planner

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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)

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. Note that there are specific sections for music for cocktail hour, guest entrance, family entrance, candle lighting, and grand finale, so do not list those songs here.

Title/Artist

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

Additional Notes (Use back or additional sheets if necessary)

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

- If you feel we need to be aware of Any sensitive information regarding your event, family, or guests
- If you are having a video presentation, a singer, musicians, fraternity/sorority serenade, centerpiece giveaway, or any other personalized additions that will make your party unique