



Sweet Sixteen Planner

Please fill out this form, save it and email it to: anthony@eclipseinfo.com no later than 2 weeks before your event. In the boxes labeled "Yes or No", please just **erase the wrong choice**, leaving the correct answer. Thank you!!

Date of Party:		Guest of Honor:	
Venue:		Times:	
Parents & Siblings:			
# of guests:		# of adults:	
		# of teens:	
Reception Room:			
Cocktail Hour:	Yes or No	Time:	Room:
Cocktail Music:			

Main Formalities/Intros

Introduction:	Yes or No	Dais Intro Song (Title & Artist):	
<i>-- Please type in names in order you'd like them to be introduced & last line person listed is guest of honor's name</i>			
		escorted by:	
		escorted by:	
		escorted by:	
		escorted by:	
		escorted by:	
		escorted by:	
		escorted by:	
		escorted by:	
Guest of Honor Intro:			
Guest of Honor Intro Song (Title & Artist):			
		escorted by:	
First Dance:	Yes or No	With Whom:	
Song (Title & Artist):			
Blessing	Yes or No	By Whom:	
Toast:	Yes or No	By Whom:	

Candle Lighting Ceremony

Candle Ceremony:	Yes or No	Candle Timeline:	Before Dessert or After Intro
-------------------------	------------------	-------------------------	--------------------------------------

--Please list below each candle in order with song title and artist--

#	Name or Group	Song Title	Artist
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			

Post Candle Dance

Dance after Candle Ceremony:	Yes or No	With Whom:	
-------------------------------------	------------------	-------------------	--

Song (Title and Artist):	
---------------------------------	--

Last Dance

Last Dance:	Yes or No	Song (Title & Artist):	
--------------------	------------------	-----------------------------------	--

Music Requests

Types of Music = Genres (Top 40, House, Hip-Hop, Reggae, Doo-Wop, Motown, etc.)

Types of Music you LIKE:	
Types of Music you DISLIKE:	
Group Dances: (Cha-Cha Slide, etc.)	
Special Shout-Outs: (Birthdays, Anniversaries, etc.)	

Top Must Play	
Artist & Title	Artist & Title

Top DO NOT Play	
Artist & Title	Artist & Title

Special Instructions/Requests

--