



Sweet Sixteen Planner

general affair info:

NAME: _____

DATE OF AFFAIR: _____ TIME: _____

HALL/ROOM: _____

instagram @ _____

FOLLOW US @E2DJ ON INSTAGRAM FOR PHOTOS, VIDEO & MORE!

introductions:

PARENTS _____

SIBLINGS _____

dais:

WILL YOUR DAIS BE WALKING IN? YES _____ NO _____ (PLEASE LIST NAMES BELOW)

1-	4-	7-
2-	5-	8-
3-	6-	9-

OR...

WILL WE BE ACKNOWLEDGING THEM AT THIS DAIS/V.I.P. TABLE? YES _____ NO _____

DAIS ENTRANCE SONG? YES _____ NO _____ IF YES, WHAT SONG? _____

SWEET 16 GIRL ENTRANCE SONG: _____ DJ CHOICE? _____



first dance of the evening:

WHO WILL YOU BE DANCING WITH? (DAD, UNCLE, GOD PARENT) _____

NAME _____ RELATION _____

WHAT SONG WOULD YOU LIKE TO DANCE TO? _____

toast:

WHO WILL BE MAKING YOUR TOAST? _____

candle ceremony:

FOR EACH CANDLE - PLEASE PUT THE PEOPLE ON THE CANDLE, THE TITLE OF THE SONG AND THE ARTIST OF THE SONG (EXAMPLE - MOM & DAD - TONY & MARIA - MY WISH, RASCAL FLATTS)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____



song selections:

PLEASE PUT IN THIS SECTION THE MUSIC YOU WOULD LIKE TO HEAR AND DON'T WANT TO HEAR. ALSO, PLEASE LET US KNOW WHAT PARTICIPATION YOU WOULD LIKE TO PARTAKE IN AT YOUR PARTY. (EXAMPLE- CHA, CHA SLIDE, CUPID SHUFFLE, MOTOWN, ETC.)

I WANT PLAYED:

I DON'T WANT PLAYED:



theme/color scheme:

PLEASE LET US KNOW WHAT YOUR THEME OR COLOR SCHEME IS SO THAT WE CAN MATCH ALL DESIGNS AND GRAPHICS PERFECTLY TO YOUR EVENT! _____

(EXAMPLE- UNDER THE SEA THEME – BLUE, TEAL AND PURPLE COLORS)

- IF YOU HAVE A SPECIFIC LOGO YOU WOULD LIKE TO USE FOR YOUR PARTY, PLEASE E-MAIL BRIANNA@E2DJ.COM -

photo montage:

ONLY AVAILABLE IF YOU HAVE A PLASMA RENTAL OR HALL PLUG-IN

PLEASE HAVE 50-100 PICTURES IN AN ENVELOPE, USB, OR FLASHCARD.

SONG SELECTION FOR MONTAGE-

50 PHOTOS - SONG _____ 50+ PHOTOS - SONG _____

recognitions & other info:

BIRTHDAYS, ENGAGEMENTS AND/OR ANNIVERSARIES THAT WOULD LIKE US TO MAKE AN ANNOUNCEMENT DURING THE NIGHT. LET US KNOW ANY OTHER INFORMATION TO MAKE YOUR PARTY RUN SMOOTHLY.

staff requested:

HAVE A CERTAIN DJ, EMCEE AND/OR DANCER THAT YOU WOULD LIKE AT YOUR PARTY?
REQUEST THEM HERE!

DJ: _____ EMCEE: _____

DANCER/S: _____

PLEASE EMAIL OR RETURN THIS FORM TO THE OFFICE WITHIN 2 WEEKS PRIOR TO YOUR AFFAIR TO

ALEX@E2DJ.COM & BOBBY@E2DJ.COM - THANK YOU!!!