Client Information Sheet/Instructions for Sweet 16

Initial information:
Includes the names of immediate family members and how you would like the MC to announce them.

Grand Entrance:
Introductions can be performed by the MC or someone else (relative or friends).
You can choose different songs for each person or one for the entire group.
We recommend upbeat music.

Candle Lighting:
Typically this is announced by the Guest of Honor. Include the names of the people who will be coming to the cake. Write the names as the Guest of Honor calls them.
The usual order of candle lighting is: Grandparents, Aunts, Uncles, Cousins, older relatives, younger relatives, friends of parents, friends of Guest of Honor, Parents, siblings, and Guest of Honor.
The usual number of candles is 17 (16 candles, one for good luck).
Try to group relatives and friends together to keep the amount of candles to 17 as best as possible.
You will also need to choose music to be played during the candle lighting. You may want to match a specific song to each person or group of people lighting the candle.

Special Announcements:
If appropriate, indicate if there are any special announcements about any guests that you would like the MC to make (birthdays, anniversaries, engagements, marriages, etc).

Special Dances:
Please indicate which songs you would like to hear for the Host/Hostess Dance, Guest of Honor and Friend Dance (if appropriate), and Guest of Honor and Parent Dance.

Grand Finale:
This is the second to last song of the event. For this we suggest getting everyone on the dance floor for a sing-a-long. Ex. “That’s What Friends Are For”.

Last Dance:
The last song of the event. Example “Last Dance”, “New York, New York”.

Where additional space is needed, please write on back of sheets or additional sheets of paper.
Sweet 16 Planning Sheet

Parents ____________________________________________________________________

Brothers/Sisters _____________________________________________________________

Grandparents (Mother) _______________________________________________________

Grandparents (Father) ________________________________________________________

Number of: guests ____ Adults ____ Children ____ (boys) ____ (girls) ____

Arrival/Set up Time ________  Party Time ________-_______

Cocktail Hour

Time of Cocktail Hour________-________  Location: In main room (Yes/No) ____

Type of Music ______________________________________________________________

Is Premier Entertainment servicing your Cocktail Hour  (Yes/No) ____

Grand Entrance

MC (Yes/No) ____ If No – who? ________________________________________________

Host/Hostess _____________________________________/________________________

Brother/Sister _____________________________________/________________________

Brother/Sister _____________________________________/________________________

Brother/Sister _____________________________________/________________________

Brother/Sister _____________________________________/________________________

Brother/Sister _____________________________________/________________________

Brother/Sister _____________________________________/________________________

Brother/Sister _____________________________________/________________________

Brother/Sister _____________________________________/________________________

Guest of Honor ____________________________________/________________________
Who Will Announce the Candle Lighting? circle one  Guest of Honor or Premier Entertainment’s MC

1. ___________________________________________________/________________________
   ___________________________________________________/________________________

2. ___________________________________________________/________________________
   ___________________________________________________/________________________

3. ___________________________________________________/________________________
   ___________________________________________________/________________________

4. ___________________________________________________/________________________
   ___________________________________________________/________________________

5. ___________________________________________________/________________________
   ___________________________________________________/________________________

6. ___________________________________________________/________________________
   ___________________________________________________/________________________

7. ___________________________________________________/________________________
   ___________________________________________________/________________________

8. ___________________________________________________/________________________
   ___________________________________________________/________________________

9. ___________________________________________________/________________________
   ___________________________________________________/________________________

10. ____________________________________________ / _____________________________

11. ____________________________________________ / _____________________________

12. ____________________________________________ / _____________________________

13. ____________________________________________ / _____________________________

14. ____________________________________________ / _____________________________

15. ____________________________________________ / _____________________________

16. ____________________________________________ / _____________________________

17. ____________________________________________ / _____________________________
Toast ____________________________________________________________

Special Dances

Host/Hostess _______________________________________________________
Guest of Honor & Friend _____________________________________________
Guest of Honor & Parent _____________________________________________

Special Announcements/Events
______________________________________________________________
______________________________________________________________

Wild Guests (your friends or family who enjoy the spotlight) ____________
______________________________________________________________
______________________________________________________________

Music Requests – Songs & types of music preferred by Guest of Honor
______________________________________________________________
______________________________________________________________
______________________________________________________________

Music Requests – Songs & types of music preferred by parents
______________________________________________________________
______________________________________________________________
______________________________________________________________

Grand Finale _____________________________________________________

Last Dance _______________________________________________________
### SONG IDEAS (This is not an updated list) you may choose songs that are not on this list.

#### GRANDPARENTS
- Boogie Woogie Bugle Boy
- I Just Called To Say I Love You
- Everything I Do
- Have I Told You Lately
- My Way
- You Are The Sunshine Of My Life
- Sunrise Sunset
- Tradition
- Times Of Your Life
- To Life

#### AUNTS, UNCLEs, AND COUSINS
- All You Need Is Love
- Do Wah Diddy
- Everybody, Everybody
- I Feel Good
- Love Me Do
- I Just Called To Say I Love You
- Twist & Shout
- We Are Family
- Where’s The Party

#### FRIENDS
- A.B.C.
- A Little Help From My Friends
- Friends
- Hip Hop Hooray
- I’ll Be There For You
- Everybody, Everybody
- The Boys Are Back in Town
- We Will Rock You
- Whoomp There It Is

#### PARENTS
- Can You Feel The Love Tonight
- Have I Told You Lately
- Greatest Love Of All
- Through The Years
- You’re The Inspiration

#### BROTHERS AND SISTERS
- Bad To The Bone
- Brown Eyed Girl
- My Girl
- Rocky
- Wild Thing
- Get Ready For This
- Girls Want To Have Fun
- Yakety Yak
- Getting Jiggy With It

---

**SONG IDEAS**

<table>
<thead>
<tr>
<th>Family</th>
<th>Song Title</th>
<th>Artist</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRANDPARENTS</td>
<td>Boogie Woogie Bugle Boy</td>
<td>Andrew Sisters</td>
</tr>
<tr>
<td></td>
<td>I Just Called To Say I Love You</td>
<td>Stevie Wonder</td>
</tr>
<tr>
<td></td>
<td>Everything I Do</td>
<td>Bryan Adams</td>
</tr>
<tr>
<td></td>
<td>Have I Told You Lately</td>
<td>Van Morrison</td>
</tr>
<tr>
<td></td>
<td>My Way</td>
<td>Frank Sinatra</td>
</tr>
<tr>
<td></td>
<td>You Are The Sunshine Of My Life</td>
<td>Stevie Wonder</td>
</tr>
<tr>
<td></td>
<td>Sunrise Sunset</td>
<td>Fiddler On The Roof</td>
</tr>
<tr>
<td></td>
<td>Tradition</td>
<td>Fiddler On The Roof</td>
</tr>
<tr>
<td></td>
<td>Times Of Your Life</td>
<td>Paul Anka</td>
</tr>
<tr>
<td></td>
<td>To Life</td>
<td>Fiddler On The Roof</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUNTS, UNCLEs, AND COUSINS</td>
<td>All You Need Is Love</td>
<td>Beatles</td>
</tr>
<tr>
<td></td>
<td>Do Wah Diddy</td>
<td>Manfred Mann</td>
</tr>
<tr>
<td></td>
<td>Everybody, Everybody</td>
<td>Black Box</td>
</tr>
<tr>
<td></td>
<td>I Feel Good</td>
<td>James Brown</td>
</tr>
<tr>
<td></td>
<td>Love Me Do</td>
<td>Beatles</td>
</tr>
<tr>
<td></td>
<td>I Just Called To Say I Love You</td>
<td>Stevie Wonder</td>
</tr>
<tr>
<td></td>
<td>Twist &amp; Shout</td>
<td>Beatles</td>
</tr>
<tr>
<td></td>
<td>We Are Family</td>
<td>Sister Sledge</td>
</tr>
<tr>
<td></td>
<td>Where’s The Party</td>
<td>Madonna</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRIENDS</td>
<td>A.B.C.</td>
<td>Jackson Five</td>
</tr>
<tr>
<td></td>
<td>A Little Help From My Friends</td>
<td>Beatles</td>
</tr>
<tr>
<td></td>
<td>Friends</td>
<td>Jodi Watley</td>
</tr>
<tr>
<td></td>
<td>Hip Hop Hooray</td>
<td>Naughty By Nature</td>
</tr>
<tr>
<td></td>
<td>I’ll Be There For You</td>
<td>Rembrandts</td>
</tr>
<tr>
<td></td>
<td>Everybody, Everybody</td>
<td>C&amp;C Music Factory</td>
</tr>
<tr>
<td></td>
<td>The Boys Are Back in Town</td>
<td>Bus Boys</td>
</tr>
<tr>
<td></td>
<td>We Will Rock You</td>
<td>Queen</td>
</tr>
<tr>
<td></td>
<td>Whoomp There It Is</td>
<td>Tag Team</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PARENTS</td>
<td>Can You Feel The Love Tonight</td>
<td>Elton John</td>
</tr>
<tr>
<td></td>
<td>Have I Told You Lately</td>
<td>Van Morrison</td>
</tr>
<tr>
<td></td>
<td>Greatest Love Of All</td>
<td>Whitney Houston</td>
</tr>
<tr>
<td></td>
<td>Through The Years</td>
<td>Kenny Rogers</td>
</tr>
<tr>
<td></td>
<td>You’re The Inspiration</td>
<td>Chicago</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BROTHERS AND SISTERS</td>
<td>Bad To The Bone</td>
<td>George Thorogood</td>
</tr>
<tr>
<td></td>
<td>Brown Eyed Girl</td>
<td>Van Morrison</td>
</tr>
<tr>
<td></td>
<td>My Girl</td>
<td>Temptations</td>
</tr>
<tr>
<td></td>
<td>Rocky</td>
<td>Soundtrack</td>
</tr>
<tr>
<td></td>
<td>Wild Thing</td>
<td>Tone Loc</td>
</tr>
<tr>
<td></td>
<td>Get Ready For This</td>
<td>2 Unlimited</td>
</tr>
<tr>
<td></td>
<td>Girls Want To Have Fun</td>
<td>Cindi Lauper</td>
</tr>
<tr>
<td></td>
<td>Yakety Yak</td>
<td>Coaster</td>
</tr>
<tr>
<td></td>
<td>Getting Jiggy With It</td>
<td>Will Smith</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---