

# Sweet 16 General Information

Event Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Times: \_\_\_\_\_ - \_\_\_\_\_

Celebrant's Name: \_\_\_\_\_

Parent's Contact Info. Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Venue Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_.

Coordinator Contact Info. Name: \_\_\_\_\_

Venue Staff

Privately Hired

Phone: \_\_\_\_\_

Apx. Number of Guests: Adults \_\_\_\_\_ Kids/Teens \_\_\_\_\_

Dress Code:      Casual      Semi-Formal      Formal

## Services Needed

(Circle all that apply)

DJ/MC

Lighting

Photo Booths

Step and Repeat / Backdrops

Balloon Arrangements

Marquee Letters

Tables/Chairs

Cocktail Tables

Hora Loca

LED Robots

Special Fx

Other

\_\_\_\_\_

Please email completed form to [info@jsentertainmentfl.com](mailto:info@jsentertainmentfl.com)

Subject: "Name" Sweet 16 Paperwork

# Timeline

\_\_\_\_\_AM/PM GUESTS ARRIVE

What type of music would you like played as guests are arriving?  
Circle all that apply

Pop	Top 40s	Hip-Hop	Latin Pop	Country	Rock
Salsa	Merengue	Reggaeton	Cumbia	Dancehall	Soca
Reggae	Classical	Jazz	Instrumental	Other _____	

\_\_\_\_\_AM/PM GRAND ENTRANCE

Song: \_\_\_\_\_

Artist: \_\_\_\_\_

How would you like us to introduce the celebrant? \_\_\_\_\_

Will the celebrant be accompanied by anybody? \_\_\_\_\_

\_\_\_\_\_AM/PM PARENT DANCES

Father/Daughter Dance?      Yes    No

Song: \_\_\_\_\_

Artist: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Song: \_\_\_\_\_

Song: \_\_\_\_\_

Artist: \_\_\_\_\_

Artist: \_\_\_\_\_

\_\_\_\_\_AM/PM MEAL SERVED

What type of music would you like played as guests are eating?

Circle all that apply

Pop	Top 40s	Hip-Hop	Latin Pop	Country	Rock
Salsa	Merengue	Reggaeton	Cumbia	Dancehall	Soca
Reggae	Classical	Jazz	Instrumental	Other _____	

\_\_\_\_\_AM/PM DANCE FLOOR OPENS

*\*\*\*PLEASE provide a music request list or description of the music you would like to be played for the dancing portion of the night! Please send to your DJ >7 days before your event. Please send all lists to [info@jsentertainmentfl.com](mailto:info@jsentertainmentfl.com)*

\_\_\_\_\_AM/PM CAKE CUTTING

\_\_\_\_\_AM/PM OTHER FORMALITY / PERFORMANCE

\_\_\_\_\_.

Would you like us to play a final song of the night?

If So.....

Song: \_\_\_\_\_

Artist: \_\_\_\_\_

\_\_\_\_\_AM/PM EVENT ENDS

Notes

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

Please email completed form to [info@jsentertainmentfl.com](mailto:info@jsentertainmentfl.com)

Subject: "Name" Sweet 16 Paperwork