

# Sweet 16 & Sweet 15 - Information Sheet

Client's Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Name of Sweet 16/15: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Location: \_\_\_\_\_

Client's Phone: \_\_\_\_\_ Location's Phone: \_\_\_\_\_

# of Guests \_\_\_\_\_ Age Range \_\_\_\_\_ Dress Code: Formal \* Semi-formal \* Casual

Theme: \_\_\_\_\_ Cocktail Music: Yes \* No? Dinner Music: Yes \* No?

## GRAND ENTRANCE (if applicable)

Ladies

Gentlemen

Grandparents

\_\_\_\_\_  
\_\_\_\_\_

Parents

\_\_\_\_\_  
\_\_\_\_\_

Godparents

\_\_\_\_\_  
\_\_\_\_\_

Siblings/ Relatives

\_\_\_\_\_  
\_\_\_\_\_

Crown (if applicable)

\_\_\_\_\_

Shoes (if applicable)

\_\_\_\_\_

# \_\_\_\_\_ Long Stem Roses\* (if applicable)

\_\_\_\_\_

Ring (if applicable)

\_\_\_\_\_

Lucky Charm (if applicable)

\_\_\_\_\_

Flowers (if applicable)

\_\_\_\_\_

Sweet 16 Court/ Attendants/ Corte:

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

Guest Of Honor – Sweet 16/ Quinceañera

Escort/ Chambalan

\_\_\_\_\_

\_\_\_\_\_

**THE CEREMONIES (if applicable)**

**1. The placement of the shoes by her: Father, Mother, Godmother, or Godfather.**

Shoes: These shoes represent our love for you and our desire that you may walk the path of success, may they lead you to your highest dreams.

**2. The placement of the crown by her: Mother/ Relative: \_\_\_\_\_**

Crown: I crown you princess of my heart, princess of my dreams and princess of my highest esteem.

**3. The placement of the ring by her: Father/ Relative:** \_\_\_\_\_

Ring: May this ring symbolizes to you, the love and affection, strength and support that we will be giving you throughout your life. May all your dreams come true.

**4. The presentation of the # \_\_\_\_\_ stemmed roses by her: Grandparents/ Other\***

Roses: These flowers represent the values that we have instilled in you throughout the years. The stem represents your strength. The pedals represent your sweetness.

**\*Other: Presentation of Sixteen Roses (See Page 4)**

**THE DANCES (if applicable)**

Father and Daughter Dance: \_\_\_\_\_ (Song/Artist)

Sweet 16/15 - 2<sup>nd</sup> Dance: \_\_\_\_\_ (Song/Artist)

1<sup>st</sup> Group Dance: \_\_\_\_\_ (Song/Artist)

2<sup>nd</sup> Group Dance: \_\_\_\_\_ (Song/Artist)

3<sup>rd</sup> Group Dance: \_\_\_\_\_ (Song/Artist)

Video Presentation/ Montage: Yes or No? Before or After Introductions? During Dinner: Yes or No?

Dinner: Sit-Down \* Buffet \* Family Style Time Served: \_\_\_\_\_

Grace: Before Dinner Yes \* No? Grace given by: \_\_\_\_\_

Toast: Yes \* No? Toast given by: \_\_\_\_\_

Speeches: Before \* After Dinner \* None Introduced: Yes \* No?

Speakers:  
\_\_\_\_\_  
\_\_\_\_\_

Are the Centerpieces to be given away by your Party Host? Yes \* No

Level of DJ/ Emcee Interaction: Low \* Moderate \* High

Specialty Dances/ Dedications: Yes \* No?

To: \_\_\_\_\_ Title/Artist: \_\_\_\_\_

To: \_\_\_\_\_ Title/Artist: \_\_\_\_\_

**Lighting of the Sixteen Candles  
Or  
Candle Lighting Ceremony (List Songs/ Artists or Relatives)**

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

**Optional Ceremony (if applicable)**

Presentation of Sixteen Roses (List Songs/ Artists or Relatives)

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

Special Announcements / Notes:

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