



## Sweet 16 Information Form

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

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ceremony Location: \_\_\_\_\_

Room Name: \_\_\_\_\_

Event Time: Start \_\_\_\_:\_\_\_\_ AM / PM to End \_\_\_\_:\_\_\_\_ AM / PM

Guest Arrival Time: \_\_\_\_:\_\_\_\_ AM / PM

Number of Guests: \_\_\_\_\_

Contact Person at event: \_\_\_\_\_ Phone Number \_\_\_\_\_

DJ Company: **J5PRODUCTIONS**

DJ Phone Number **201-892-7692**

DJ Email **J5PRODUCTIONS201@GMAIL.COM**

DJ Attire: \_\_\_\_\_

DJ providing music for the ceremony: **JOHNNY5000**

Photographer Name: \_\_\_\_\_

Photographer Phone Number \_\_\_\_\_

Videographer's Name: \_\_\_\_\_

Videographer's Phone Number: \_\_\_\_\_

Quest of Honor Name: \_\_\_\_\_

Parents & Siblings Name: \_\_\_\_\_

Coordinator Name: \_\_\_\_\_

Coordinator's Phone Number: \_\_\_\_\_

Cocktail Music:  Yes  No

Cocktail Music Type: \_\_\_\_\_

Dinner Music:  Yes  No

Dinner Music Type: \_\_\_\_\_

Introductions:  Yes  No

Introduction Music Type: \_\_\_\_\_

**Please enter the names in order you'd like them to be introduced**

\_\_\_\_\_ ESCORTED BY \_\_\_\_\_

\_\_\_\_\_ ESCORTED BY \_\_\_\_\_

\_\_\_\_\_ ESCORTED BY \_\_\_\_\_

\_\_\_\_\_ ESCORTED BY \_\_\_\_\_

\_\_\_\_\_ ESCORTED BY \_\_\_\_\_

\_\_\_\_\_ ESCORTED BY \_\_\_\_\_

\_\_\_\_\_ ESCORTED BY \_\_\_\_\_

\_\_\_\_\_ ESCORTED BY \_\_\_\_\_

\_\_\_\_\_ ESCORTED BY \_\_\_\_\_

\_\_\_\_\_ ESCORTED BY \_\_\_\_\_

\_\_\_\_\_ ESCORTED BY \_\_\_\_\_

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

\_\_\_\_\_

**Guest of Honor Intro:**

\_\_\_\_\_ ESCORTED BY \_\_\_\_\_

Guest of Honor Intro Song (Title & Artist): \_\_\_\_\_

First Dance:  Yes  No

With Whom: \_\_\_\_\_

First Dance Song (Title & Artist): \_\_\_\_\_

Blessings:  Yes  No

By Whom: \_\_\_\_\_

Toast:  Yes  No

By Whom: \_\_\_\_\_

**Candle Lighting Ceremony**

Candle Ceremony time \_\_\_\_\_

Music:  Yes  No

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

1. Name \_\_\_\_\_ Song (Title & Artist): \_\_\_\_\_
2. Name \_\_\_\_\_ Song (Title & Artist): \_\_\_\_\_
3. Name \_\_\_\_\_ Song (Title & Artist): \_\_\_\_\_
4. Name \_\_\_\_\_ Song (Title & Artist): \_\_\_\_\_
5. Name \_\_\_\_\_ Song (Title & Artist): \_\_\_\_\_
6. Name \_\_\_\_\_ Song (Title & Artist): \_\_\_\_\_
7. Name \_\_\_\_\_ Song (Title & Artist): \_\_\_\_\_
8. Name \_\_\_\_\_ Song (Title & Artist): \_\_\_\_\_
9. Name \_\_\_\_\_ Song (Title & Artist): \_\_\_\_\_
10. Name \_\_\_\_\_ Song (Title & Artist): \_\_\_\_\_
11. Name \_\_\_\_\_ Song (Title & Artist): \_\_\_\_\_
12. Name \_\_\_\_\_ Song (Title & Artist): \_\_\_\_\_

13. Name \_\_\_\_\_ Song (Title & Artist): \_\_\_\_\_  
14. Name \_\_\_\_\_ Song (Title & Artist): \_\_\_\_\_  
15. Name \_\_\_\_\_ Song (Title & Artist): \_\_\_\_\_  
16. Name \_\_\_\_\_ Song (Title & Artist): \_\_\_\_\_

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

### Past The Candle Dance

Dance after Candle Ceremony:  Yes  No

With Whom: \_\_\_\_\_

Song (Title & Artist): \_\_\_\_\_

### Last Dance

Last Dance:  Yes  No

With Whom: \_\_\_\_\_

Song (Title & Artist): \_\_\_\_\_

### Music Request

Group Dances: (Cha-Cha Slide, etc.)

1. Song (Title & Artist): \_\_\_\_\_
2. Song (Title & Artist): \_\_\_\_\_
3. Song (Title & Artist): \_\_\_\_\_
4. Song (Title & Artist): \_\_\_\_\_
5. Song (Title & Artist): \_\_\_\_\_
6. Song (Title & Artist): \_\_\_\_\_
7. Song (Title & Artist): \_\_\_\_\_
8. Song (Title & Artist): \_\_\_\_\_
9. Song (Title & Artist): \_\_\_\_\_
10. Song (Title & Artist): \_\_\_\_\_
11. Song (Title & Artist): \_\_\_\_\_
12. Song (Title & Artist): \_\_\_\_\_
13. Song (Title & Artist): \_\_\_\_\_

- 14. Song (Title & Artist): \_\_\_\_\_
- 15. Song (Title & Artist): \_\_\_\_\_
- 16. Song (Title & Artist): \_\_\_\_\_
- 17. Song (Title & Artist): \_\_\_\_\_
- 18. Song (Title & Artist): \_\_\_\_\_
- 19. Song (Title & Artist): \_\_\_\_\_
- 20. Song (Title & Artist): \_\_\_\_\_

ADDITIONAL NOTES AND REQUEST

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PLEASE RETURN COMPLETED FORM ASAP.

THANK YOU FOR CHOOSING J5PRODUCTIONS FOR YOUR EVENT.