

## Client Information Sheet Instructions

Your information sheet contains several categories in which you' ll be asked to fill in appropriate information. Here are some explanations to make filling out this sheet easier. If some things do not apply please put an "X" through it or write N/A.

**Grand Entrance:** Include your names (as host and hostess), names of siblings, and the guest of honor. Choose a song to accompany each person walking in. You can choose different songs for each person or one for the entire group. If your Sweet 16 has a court you may include the court as well.

**Candle Lighting:** Include the names of people who will be coming to the cake. Write the names as your child calls them ( For example: Mom-Mom Rose and Pop-Pop Marvin, Aunt Carol, Uncle Steve, Cousins Amy and Justin, etc.) The usual order for candle lighting is grandparents, aunts, uncles, cousins, older relatives, younger relatives, parent's friends, child's friends, parents, siblings, and Sweet16. The usual amount 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. If you would like to include a memory candle to acknowledge a deceased loved one, you can also indicate that information on the sheet as well.

You'll also need to choose songs to coordinate with each candle. You may choose all Jewish music, any other song (preferably upbeat), or combination of both. You may want to match a specific song to each person or group of people lighting the candle. If you don't have specific preferences for songs, our MC's will choose the upbeat music for you to complement each candle.

**Special Announcements:** If appropriate, indicate if there are any special announcements about any guests that you'd 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, Sweet 16 and Friend Dance (if appropriate), and Sweet 16 and Parent Dance. Your MC will be happy to give you suggestions for these dances. On the back of the Client Information Sheet, you may indicate your musical requests and exclusions.

**CUSTOMIZED SWEET 16 PLANNER**

**Introductions: Grand Entrance**

**Host and Hostess:** \_\_\_\_\_ **Song:** \_\_\_\_\_

**Brothers and Sisters:** \_\_\_\_\_ **Song:** \_\_\_\_\_

**Brothers and Sisters:** \_\_\_\_\_ **Song:** \_\_\_\_\_

**Sweet 16 Guest of Honor:** \_\_\_\_\_ **Song:** \_\_\_\_\_

*or*

**For a Court Introduction:**

**Song For Court:** \_\_\_\_\_

_____	escorted by	_____
_____	escorted by	_____
_____	escorted by	_____
_____	escorted by	_____
_____	escorted by	_____
_____	escorted by	_____
_____	escorted by	_____
_____	escorted by	_____
_____	escorted by	_____
_____	escorted by	_____

**Song For Guest of Honor:** \_\_\_\_\_

**Sweet 16:** \_\_\_\_\_

**Candle Lighting Ceremony**

1. \_\_\_\_\_ **Song:** \_\_\_\_\_

2. \_\_\_\_\_ **Song:** \_\_\_\_\_

3. \_\_\_\_\_ **Song:** \_\_\_\_\_

4. \_\_\_\_\_ **Song:** \_\_\_\_\_

5. \_\_\_\_\_ **Song:** \_\_\_\_\_

6. \_\_\_\_\_ **Song:** \_\_\_\_\_

7. \_\_\_\_\_ **Song:** \_\_\_\_\_

8. \_\_\_\_\_ **Song:** \_\_\_\_\_

9. \_\_\_\_\_ **Song:** \_\_\_\_\_

10. \_\_\_\_\_ **Song:** \_\_\_\_\_

11. \_\_\_\_\_ **Song:** \_\_\_\_\_

12. \_\_\_\_\_ **Song:** \_\_\_\_\_

13. \_\_\_\_\_ **Song:** \_\_\_\_\_

14. \_\_\_\_\_ **Song:** \_\_\_\_\_

15. \_\_\_\_\_ **Song:** \_\_\_\_\_

16. \_\_\_\_\_ **Song:** \_\_\_\_\_

**PARTY INFORMATION**

TOAST/SPEECH: YES/NO WHO WILL BE GIVEN THE TOAST/SPEECH: \_\_\_\_\_

**Number of Guests?** \_\_\_\_\_ Adults: \_\_\_\_\_ Kids: \_\_\_\_\_

ANY SPECIAL REQUESTS DURING THE AFFAIR:  
\_\_\_\_\_  
\_\_\_\_\_

**Father/Daughter Dance** Yes or No: If yes, what song? \_\_\_\_\_

Do You Have A Photo Booth? YES / NO Provided by: \_\_\_\_\_

Do You Have Screens? YES / NO Provided by: \_\_\_\_\_

Do You Have A Montage? YES / NO Who is Producing Montage? \_\_\_\_\_

Do You Have A Gobo? YES / NO Who Is Creating The Logo? \_\_\_\_\_

Do You Have Up-Lighting YES / NO Color Up-Lighting: \_\_\_\_\_ Provided by: \_\_\_\_\_

**Courses:** BUFFET OR SITDOWN (PLEASE CIRCLE)

	Time	Kids	Adult
_____			
_____			
_____			
_____			

**Vendor Information:**

**Catering Facility:**

**Contact:**

**Address:**

**Phone:**

**Caterer:** \_\_\_\_\_

**Photographer's Name/Phone:**

**Videographer's Name/Phone:** \_\_\_\_\_

Additional Sweet 16 Information Notes:

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

