

DJ MAXX SAINT Sweet 16 Reception Planner

Client:	
☐ Cod	cktail Hour Reception
Event Date)
Venue:	







A. COCKTAIL HOUR

Please check with your venue to audio jacks for DJ access?	see if they provide background music. If not, does your venue have
Cocktail Hour Start:	Cocktail Hour End:
Playlist: You can submit a Sp music related to your Reception I	potify Playlist if you have a particular theme. If not, upbeat Playlist will be played.
B. RECEPTION ENTR	ANCE
be present to help. Please make survivith their social media devices! Also	ur Sweet 16 Court is lined up at the reception entrance. Your DJ will e nobody is going to do anything whacky. Guests will be recording , double check with the venue when orders for dinner will be filled. e your entrance or during speeches and toasts.
Reception Start:	Reception End:
Entrance: 🎵 Song: "	"
Grandparents:	
Godparents:	
Parents(s) and/or Siblings:	
Court Entrance: 🎵 Song: "	27
Court : Girls and/or Guys	
First Names Only Please:	
Sweet 16 Queen Entrance:	☐ Song: ",
Sweet 16 Queen's Name wi	th Escort:

⚠ Depending on the venue, take your time and enjoy this moment when you enter the dance floor area. It makes for great photos if you have a photographer on duty. If you are entering the reception from a stairwell make sure the venue ensures that it's not slippery.

C. COURT DANCE

special mix of songs for the DJ to mix please have	/e the names and cut times.
Court Dance: 🎵 Song: "	
Do you have a Court Song mix?	
Artist, Song, In Time & Out Time:	
D. SWEET 16 QUEEN CEREN	
This is the time where the Sweet 16 Queen w begin with her parents being present along with a	rill be seated on her coronation chair and her events will other family members she has chosen.
Background Music: 🎵 Song: "	,
•	
Words of Wisdom:	
Blessing or Prayer:	
E. FATHER FIGURES (UNCLE	S and/or COUSINS) WALTZ
· ·	rill dance with Uncles or Cousins. (Usually performed at
Mexican Quinces and Filipino Quinces.) The Fath	ner can be the last one to dance with a song transition.
Father Figure: 🎵 Song: "	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
F. FATHER/MOTHER DAUGH	IER DANCE
🎵 Song: "	"

1 The older relatives who are part of your entrance party should be seated by now. If you have a

G. DANCE FLOOR OPENS (Before Dinner)

Depending on the timing of your venue's kitchen usually a 20-30 minute dance set will open for guests to enjoy. If not, plates or buffet will be served immediately.

Name:		
. DINNER TIME		
	s table by table so	nue coordinate with their servers to escort guests unds like a cheap cafeteria. During dinner it is a goo e done eating.
pprox. Dinner Start:	Approx.	Dinner End:
	MIT YOUR SPOT	er Dinner) ITIFY, TIDAL, or APPLE PLAYLIST TO YOUR cks and mix them live at your event.
MUST PLAY SONGS: (The	ese are the tracks	s you must hear during dancing.)

K. CANDLE CEREMONY

⚠ The first major dance set is done! Now it is time for the Candle Ceremony prior to singing Happy Birthday to the Sweet 16 Queen. Please write down your 16 Ceremony Participants and their Candle Lighting Song in the order you prefer.

N. DANCE FLOOR OPENS (Before Dessert)

1 The dance floor opens once again before coffee and dessert.

O. DESSERT TIME

1 The dance floor will remain open during this time.

1 This is when the best of the best will be played and I usually take requests by this time. Let's Party				
DO YOU HAVE A LAST DANCE SONG?: 🎵 Song: "				
Notes to DJ MAXX SAINT:				