



DJ MAXX SAINT

Sweet 16 Reception Planner

Client: _____

Cocktail Hour Reception

Event Date: _____

Venue: _____



A. COCKTAIL HOUR

⚠ Please check with your venue to see if they provide background music. If not, does your venue have audio jacks for DJ access?

Cocktail Hour Start: _____ **Cocktail Hour End:** _____

___ Playlist: You can submit a **Spotify Playlist** if you have a particular theme. If not, upbeat music related to your Reception Playlist will be played.

B. RECEPTION ENTRANCE

⚠ Your Maître D' will make sure your Sweet 16 Court is lined up at the reception entrance. Your DJ will be present to help. Please make sure nobody is going to do anything whacky. Guests will be recording with their social media devices! Also, double check with the venue when orders for dinner will be filled. For example, orders are taken before your entrance or during speeches and toasts.

Reception Start: _____ **Reception End:** _____

___ **Entrance:** 🎵 Song: " _____ "

___ **Grandparents:** _____

___ **Godparents:** _____

___ **Parents(s) and/or Siblings:** _____

___ **Court Entrance:** 🎵 Song: " _____ "

___ **Court :** Girls and/or Guys

First Names Only Please:

_____	_____
_____	_____
_____	_____
_____	_____

___ **Sweet 16 Queen Entrance:** 🎵 Song: " _____ "

___ **Sweet 16 Queen's Name with 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

⚠ The older relatives who are part of your entrance party should be seated by now. If you have a special mix of songs for the DJ to mix please have 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 CEREMONIAL EVENTS

⚠ This is the time where the Sweet 16 Queen will be seated on her coronation chair and her events will begin with her parents being present along with other family members she has chosen.

___ **Background Music:** 🎵 Song: “ _____ ”

___ **Heirloom Pass Off:** Mic? _____

___ **Tiara Crowning:** Mic? _____

___ **Exchange of Shoes:** Mic? _____

___ **Words of Wisdom:** _____

___ **Blessing or Prayer:** _____

E. FATHER FIGURES (UNCLES and/or COUSINS) WALTZ

⚠ This is the time where the Sweet 16 Queen will dance with Uncles or Cousins. (Usually performed at Mexican Quinces and Filipino Quinces.) The Father can be the last one to dance with a song transition.

___ **Father Figure:** 🎵 Song: “ _____ ”

F. FATHER/MOTHER DAUGHTER DANCE

___ 🎵 Song: “ _____ ”

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.

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

Notes to DJ MAXX SAINT:
