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BIRTHDAY PLANNER

BIRTHDAY GIRL NAME: _____ DATE OF EVENT: _____

LOCATION NAME / ADDRESS: _____

DJ SET-UP TIME (1hr Early) : _____ DJ STARTING TIME: _____ DJ ENDING TIME: _____

SWEET 15/16 COURT INTRODUCTION: Indoor Outdoor | DJ START TIME: _____ NOTES: _____

COURT WALK-IN SONG: _____

LIST OF BIRTHDAY COURT IN THE ORDER YOU WOULD LIKE THEM ANNOUNCED (Preferrable First Name Only): SUGGESTION: The court will line up on both sides of the floor and when the birthday girl and partner reach the middle, all of them will dance with their partners.

01: _____

02: _____

03: _____

04: _____

05: _____

06: _____

BIRTHDAY GIRL INTRODUCTION - SONG: _____

Family and friends please rise and give a warm welcome to:

BIRTHDAY GIRL's NAME: _____

After everyone will be seated!

BIRTHDAY SPEECH / TOAST: Yes No By: Mom Dad Other: _____ TIME: _____

BLESSING OF THE FOOD: Yes No By: Priest Pastor Other: _____ TIME: _____

ANNOUNCE DINNER: Yes No Type: Buffet Style Call Tables Other: _____ TIME: _____

SHOE CHANGING CEREMONY Yes No SONG: _____ TIME: _____

Originally popular with the Hispanic culture, the shoe-changing ceremony has begun to cross over to the Sweet 15/16 celebrations in America. The birthday girl sits in the middle of the room, and either her father or grandfather will bring a pair of heels into the room and change her flats to the heels. This is symbolic of her walking into womanhood.

TIARA CEREMONY Yes No SONG: _____ TIME: _____

This can be done either with or without the shoe-changing ceremony. Again, either the grandfather or father will bring out the crown and present it to the birthday girl to celebrate her womanhood.

MOTHER FATHER & DAUGHTER DANCE: Yes No | SONG: _____ TIME: _____

DANCE PARTY STARTS ☺ Invite everyone to dance!!! TIME: _____

LIGHTING OF 16 CANDLES: Yes No | SONG: _____ TIME: _____

Sweet 16 candle lighting ceremonies are very traditional. This is a ceremony in which family and friends are selected and honored by the birthday girl. This ceremony takes place before the birthday cake is served to the guests, and before or after the shoe ceremony. This is a ceremony that most Sweet 15/16 parties hold at some point in the celebration. The birthday girl chooses 16 special people in her life to light a candle for. Everyone sits around as she lights each candle and explains why this particular person means so much to her.

CUTTING THE CAKE: Yes No | SONG: _____ TIME: _____

PLAYLIST: MUSIC TYPE, GROUPS & SONGS WE SHOULD PLAY, INTERNET PLAYLIST LINK:

DO NOT PLAY > _____

END OF NIGHT - LAST SONG: _____ TIME: _____