

Please E-mail all of the information and forms listed below to
phil@XEevents.com or fax to 201-894-8866 Attn: Phil

Sweet 16th Agenda Form

Client Name:	Guest of Honor Name:
Date of Event:	Time of Event (from-to):
Name of MC:	

BALANCE AND FORMS DUE 2 WEEKS PRIOR TO PARTY

Venue:	Room Location/Name:
Theme/Color Scheme of Party:	
# of Kids:	# of Adults:
Is there a logo: Yes / No	Have you provided this logo to Xplosive? Yes / No

Multi Media Details

Is there a montage? YES / NO	Format: DVD / USB / other:
Who created the Montage	
What screens will the video content be played on? Circle or Highlight One: Venue Provided or Xplosive Provided or other:	
Who is bringing the montage to the party?	
What other content is expected on the screens: (Circle or Highlight all that apply). <i>Note: Not all of these options are standard inclusions. Additional charges may apply. Please discuss details in question with your coordinator.</i>	
Montage / Music Videos / Logo / Zap Pics / Photo Booth Pics / Trivia / SocialCast	

Parents & Siblings Age

Name	Relationship/Age	Important Information:
		Home Phone:
		Cell Phone:
		Email:

Grand Entrance to Include:

#	Name (phonetic spelling for unusual names)	Relationship	Song for Guest of Honor
1			
2			
3			
4			
5			

Toast (performed by):	Father Daughter Dance: (song / artist)
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Candle Lighting Information

A standard candle lighting is usually 17 candles but you may have more or less and that's fine. Make sure to include the artist and version if there are any specifics. *Typical suggested order: First: Parents, Next: Grand Parents.*

Then: Family Members. Then: Family Friends. Then: Groups of teens (i.e. Camp, school, Sports, etc). Then Best Friend(s), lastly a final good luck candle for the guest of honor. (

Candle Lighting

MUST INCLUDE ARTIST

	Name (phonetic spelling for unusual names)	Relationship	Song Choice and Artist
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			

Music Request Sheet

Here at Xplosive Entertainment we make every effort possible to customize your affair around you. By supplying us with some information on your musical tastes and preferences, you can help us personalize your event. Our DJ's and MC's will make every effort to fulfill as many requests as possible.

Favorite Artists/Songs:

Songs, Artists or Genre's we should NOT play

Vendors:

Photographer:		Planner/Decorator:	
Videographer:		Catering Contact Manager:	

ADDITIONAL NOTES: