



7 LITTELL ROAD,
EAST HANOVER NJ 07936
973.560-9560

49 E. MIDLAND AVE., SUITE 6
PARAMUS, NJ 07652
201-265-9060

1380 SUSSEX TURNPIKE
RANDOLPH, NJ 07869
855.683.4275

FOR OFF SITE EVENTS
800.287.4613

Please Email or Fax these sheets to our office 2 weeks prior to event date • Email: PowerhouseEnt@comcast.net • Fax: 201.265-9067

Client Name _____ Party Date _____ Event Times _____

Sweet 16 Event Information Sheet

Number of Guests (Total) _____ Number of Adults _____

Number of Children (age 5 and under) _____

Event Site: Ultra Lounge @ PHS - E. Hanover Hollywood Ballroom @ PHS - Paramus Vegas NJ - Randolph

Off Site Event *(If not at one of our locations)* _____

Address of Off Site Event: _____

Are you having a cocktail hour Yes No - or - **1/2 hour?** Yes No

Is Cocktail Hour in the same room as the reception? Yes No

Do you have a Theme? If so please explain: _____

Notes: _____

NOTE: All requests on these sheets are subject to availability or change. Request sheets are used as a guide for performers and they will try to get to as many as requests as possible, while also using they're judgement of what will work according to the flow of the event. We do not guarantee that all requests will be adhered to.



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Sweet 16 Formality Sheet

Guest of Honor(s) Name(s): _____

Number of Guests (Total) _____ Number of Adults _____ Number of Teens _____

Do you have a Theme? If so please explain: _____

Do you have a Court: *(Circle one)* YES NO (If so please list names being introduced below, if applicable)

Intro Song for Court: *(Title & Artist)*: _____

Intro Song for Guest of Honor: *(Title & Artist)*: _____

Changin of the Shoes: *(Circle one)* YES NO / Speech: *(Circle one)* YES NO

Father Daughter Dance: *(Circle one)* YES NO Song *(title & artist)* : _____

Photo Montage: *(Circle one)* YES NO *If so, Please supply it finished with photos & music and exported to .mp4 file format on flash drive 2 weeks prior to event so we may test it*

Candle Lighting

NAMES		SONG <i>(title & artist)</i>
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1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____
6)	_____	_____
7)	_____	_____
8)	_____	_____
9)	_____	_____
10)	_____	_____
11)	_____	_____
12)	_____	_____
13)	_____	_____
14)	_____	_____
15)	_____	_____
16)	_____	_____

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