



49 E. MIDLAND AVE., PARAMUS, NJ 07652
TEL: 201-265-9060 • FAX: 201-265-9067

7 LITTELL ROAD, EAST HANOVER NJ 07936
TEL: 973-560-9560 • FAX: 973-560-9529

Please Mail in or Fax these sheets to our office No later than 2 weeks prior to event date
For events at locations other than our studios, fax sheets to the Paramus location at 201-265-6067

Event Information Sheet

Client Name _____ Party Date _____ Event Times _____

Type of Affair: Wedding _____ Anniversary Engagement Corporate Event Picnic
 _____ Surprise Birthday _____ Birthday School Dance Prom Sweet 16
 Other _____

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

Name of Event Site: _____

Address of Site _____

Phone Number of Site _____

Guest of Honor(s) Name(s) _____

Contact Person or Catering Manager _____

Does the Facility or Temple adhere to the rules of Shabbos/Shabbat? Yes No

If Yes, What time can we get in to start setting up? _____

Are you having a cocktail hour? Yes No

Is cocktail hour in the same room as the main reception? Yes No

Is cocktail hour directly outside the main reception room? Yes No

Are the children in the same room as the adults for cocktail hour? Yes No

Type of Crowd/Guests: Non-Religious Conservative Orthodox Modern/Orthodox Mixed Kids Only
 Other _____

Is mixed dancing allowed for adults? (couples dancing) Yes No

Is mixed dancing allowed for children? (couples dancing) Yes No

Style of Dress for Guests: Black Tie Formal Semi-Formal Cocktail/Club Attire
 Kids Party (Dressed Up) Kids Party (Dressed Down - Jeans & Sneakers) Other _____

Style of Dress for Entertainers: (check off your preferences)
DJs/MCs: Tuxedo/Formal Semi-Formal Club Attire All In Black Casual (Dress Slacks and Dress Shirt)
 Casual (Jeans/Shorts) Other _____

Dancers: Fun/Club Attire All In Black Costumes
 Other _____

Comments: _____

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

Client Name _____ Party Date _____ Event Times _____

Grand Entrance / Guest of Honor (Name) _____ NO Entrance

CANDLE LIGHTING (Please go to our web site for a complete list of available candle lighting songs: www.powerhousestudios.tv)

Relationship/Name(s)

Song (Please pick from our list)

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____
- 13) _____
- 14) _____
- 15) _____
- 16) _____

Happy Birthday (Traditional) Happy Birthday Sweet 16 Happy Birthday (Beatles)

Speech/Toast (given by) _____

Father/Daughter Dance (who) _____ Song _____

Other Notes: _____

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Music Requests

Client Name _____ Party Date _____ Event Times _____

Title	Artist
_____	_____
_____	_____
_____	_____
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