

Sweet 16 Timeline

Sample schedule | Customize the times, songs, and special moments for your event.

GUEST OF HONOR	EVENT DATE	VENUE / LOCATION

TIME	ACTIVITY	MUSIC / NOTES / DJ CUES
6:00 PM	Guest Arrival	Background R&B / pop; appetizers served. Welcome guests and set the mood.
6:15 PM	Welcome Toast	Parent / guardian welcomes guests. Confirm speaker name and microphone.
6:20 PM	Special Performance	Optional live performance or dedication. Confirm songs, audio, and microphone needs.
6:45 PM	Court Entrance - Group 1	Announce court members in order. Add entrance song and start / stop cue.
6:46 PM	Court Entrance - Group 2	Announce the second group, if applicable. Add entrance song and transition cue.
6:48 PM	Guest of Honor Entrance	Confirm name pronunciation and entrance song. Allow time for photos after the entrance.
7:00 PM	Father-Daughter Dance	Or another special person dance. Add song, start / stop cue, and any transition.
7:05 PM	Mother-Daughter Dance	Or another special person dance. Add song and start / stop cue.
7:15 PM	16 Candles / Speeches	Confirm candle order, names, and dedications. Add background music and remote messages.
7:45 PM	Cake Cutting	Cue Happy Birthday and gather for photos. Confirm when cake will be served.
8:00 PM	Games / Guest Activities	Choose games and confirm the host. Prepare participants, supplies, and music.
8:30 PM	Dinner Announcement	Coordinate timing with the venue / caterer. Make table or buffet announcements as needed.
8:45 PM	Court Dance	Confirm final edited track and choreography. Test any video playback before guests arrive.
9-11 PM	Open Dancing	Play the requested dance music and take requests. Confirm the final song and closing announcement.

All times are examples. Confirm the final schedule with your DJ, venue, and photographer.
Special dances, court entrances, performances, and candle ceremonies are optional.