

## **QUINCEANERA PLANNING CHECKLIST**

### **1 YEAR IN ADVANCE**

- ◇ Book the church
- ◇ Check availability and make arrangements with your priest or minister if you have a preferred one
- ◇ Decide if you will use a party planner or plan it with family only
- ◇ Research and decide on reception venue, if venue doesn't cater, research and book caterer
- ◇ Create a list with possible Damas & Chambelanes of your court
- ◇ Work on a preliminary guest list and decide the size of your party
- ◇ Determine whom your sponsors, madrinas and padrinos could be
- ◇ Determine the theme of your party

### **9-12 MONTHS IN ADVANCE**

- ◇ Ask about what specific traditions you wish to incorporate in your Quinceanera
- ◇ Arrange auditions for bands and DJ's
- ◇ Determine the dances and choreographies that you wish to include. Hire a choreographer
- ◇ Decide on final Damas & Chambelanes of your court
- ◇ Select Damas & Chambelanes dresses and suits
- ◇ Decide on the final guest list
- ◇ Begin to shop for your dress
- ◇ Have several florists supply you with estimates and options
- ◇ If needed, book rental services (chairs, tents, tables)

### **6-9 MONTHS**

- ◇ Choose invitation design
- ◇ Speak to hotels and set up special rates for out-of-town guests
- ◇ Order party favor dolls, shoes, crowns, etc.
- ◇ Interview photographers and videographers
- ◇ Start looking for the perfect cake
- ◇ Select decorations

### **3-6 MONTHS**

- ◇ Select photographer and videographer packages, sign a contract with them
- ◇ Start writing/practicing speech
- ◇ Begin dance rehearsals with court of honor
- ◇ Search for a calligrapher if you are using one

### **1-3 MONTHS**

- ◇ Dress alterations if needed
- ◇ Confirm with ALL vendors –baker, caterer, band and photographer
- ◇ Begin mailing invitations
- ◇ Make appointments for hair, nails and makeup
- ◇ Arrange a formal photo of you in your dress
- ◇ Purchase gifts for members of your court
- ◇ Select song list for band/DJ
- ◇ Select a limousine company for transportation

### **LAST MONTH**

- ◇ Confirm guests who have not responded
- ◇ Provide the caterer the final numbers, remember to include band members and DJ's
- ◇ Have a final presentation/dance rehearsal
- ◇ Make sure your dress fits perfectly