

QUINCEAÑERA PLANNING CHECKLIST

The First Step is to Determine Your Budget: \$ _____

BASIC IMPORTANT STEPS TO BEGIN YOUR PLANNING

- Select a Date and Time
- Write Your Guest List
- Visit various party locations to then select one
- Select Color & Theme
- Select Gown and Accessories
- Select your Invitation
- Select your Court of Honor
- Purchase Thank You Gifts for Court of Honor and Sponsor

ITEMS NEEDED FOR A RECEPTION, IF NOT INCLUDED AT YOUR SELECTED CATERING LOCATION

- Coordinator
- Hall Rental fee and Clean-Up Fee
- All Food & Catering Supplies (Crystal, Cutlery, China)
- All Beverages and Mixers
- Cake
- Music/DJ or Band or Both
- Master of Ceremonies
- Decorations such as Centerpieces, Stages, or other optional items
- Specialty Linens & Chair covers
- Party Favors
- Other Reception Accessories, such as guest book, pen, cake top, champagne flutes

FOR THE RELIGIOUS CEREMONY

- Coordinator
- Church/Clergy
- Flowers for Church
- Music
- Program
- Ceremonial Gifts or Keepsakes

ESSENTIAL SERVICE PROVIDERS TO INTERVIEW, SELECT ONE, AND RESERVE WITH A WRITTEN CONTRACT AND DEPOSIT

- Photographer
- Videographer
- Florist
- Choreographer
- DJ or Band or both
- Master of Ceremonies
- Limousine Service

