

Our Quinceañera Plan

QUINCEAÑERA'S NAME

EVENT DATE

CEREMONY LOCATION

RECEPTION LOCATION

BUDGET CEILING

EXPECTED GUESTS

MAIN FAMILY CONTACT

SECOND CONTACT

12–9 months out

Decisions that control everything else

- ☐ Set the date (check church/ceremony availability first if you want one)

who: _____ · by: _____

- ☐ Agree the maximum budget – the ceiling, not the target

who: _____ · by: _____

- ☐ Draft the guest count (invited vs. realistically expected)

who: _____ · by: _____

- ☐ Start the padrinos conversation with family

who: _____ · by: _____

- ☐ Tour and shortlist venues; ask what each package includes and excludes

who: _____ · by: _____

- ☐ Book the venue and ceremony

who: _____ · by: _____

- ☐ Book photography / video

who: _____ · by: _____

- ☐ Book music (DJ or band)

who: _____ · by: _____

- ☐ Start the dress search – note alteration lead times

who: _____ · by: _____

NOTES

8-6 months out

Lock the people and the look

☐ Invite damas and chambelanes; confirm the commitment, not just the yes

who: _____ · by: _____

☐ Choose the chambelán de honor

who: _____ · by: _____

☐ Book the choreographer for the vals and baile sorpresa

who: _____ · by: _____

☐ Order the dress; schedule fittings

who: _____ · by: _____

☐ Decide court attire and who pays for it

who: _____ · by: _____

☐ Book catering if separate from the venue – compare all-in totals

who: _____ · by: _____

☐ Order invitations (or set up digital ones)

who: _____ · by: _____

☐ Confirm each padrino pledge in writing: item, value, due date

who: _____ · by: _____

NOTES

5-3 months out

Details and confirmations

☐ Send invitations; start tracking RSVPs

who: _____ · by: _____

☐ Weekly court practices begin (8-12 weeks out)

who: _____ · by: _____

☐ Order the cake – confirm servings, delivery and setup

who: _____ · by: _____

☐ Book hair and makeup; schedule a trial

who: _____ · by: _____

☐ Choose ceremony items (biblia, rosario, corona, última muñeca...)

who: _____ · by: _____

☐ Plan centerpieces, décor and recuerdos

who: _____ · by: _____

☐ Arrange transport (limo or family cars)

who: _____ · by: _____

☐ Review the budget: deposits paid, balances and due dates

who: _____ · by: _____

NOTES

8 weeks → the day after

Run the final stretch by owner

- ☐ Final dress fitting; break in the shoes
who: _____ · by: _____
-
- ☐ Full court run-through – in shoes, ideally at the venue
who: _____ · by: _____
-
- ☐ Final guest count to caterer and venue
who: _____ · by: _____
-
- ☐ Confirm arrival times with every vendor, in writing
who: _____ · by: _____
-
- ☐ Build the day-of timeline; give every task one owner
who: _____ · by: _____
-
- ☐ Pack an emergency kit (sewing, tape, pain relief, snacks)
who: _____ · by: _____
-
- ☐ Pay final balances; bring receipts on the day
who: _____ · by: _____
-
- ☐ Day after: return rentals, send thank-yous to padrinos and court
who: _____ · by: _____
-

NOTES

Padrinos & Madrinas Tracker

Confirmed pledges only – item, value, due date, received. An assumed pledge is not a pledge.

[illegible]

Budget & Quote Tracker

Compare all-in totals, not deposits. Ask every vendor what tax, service and fees are not included.

[illegible]

Vendor Contacts & Event-Day Owners

Vendors

VENDOR	CONTACT	ARRIVAL TIME

Event-day owners – one person per task

TASK	OWNER	WHEN

NOTES