

Sweet 15 Party Checklist

By Sydney benderman

- ☐ 1 Year Before
 - ☐ Determine your budget.
 - ☐ Tour various restaurants and hotels for possible locations.
 - ☐ Pick the date and location.
- ☐ 6 Weeks Before
 - ☐ Make Seating Charts.
 - ☐ Call or stop by a rental company to see all the fun stuff for rent.
 - ☐ Call caterers or local restaurants for bids.
 - ☐ Decide on a theme.
 - ☐ Call for entertainment prices.
 - ☐ Order or start making invitations.
 - ☐ Determine number of guests to invite.
 - ☐ Select caterer.
 - ☐ Buy decorations.
 - ☐ Order beverages.
 - ☐ Mail invitations 4 weeks before the party.
 - ☐ Buy party favors for your Sweet 15 guests.
- ☐ The Week of the Party
 - ☐ Buy extra film and batteries and charge video batteries.
 - ☐ Follow up with guests who have not replied to the invitation.
 - ☐ Wrap gifts for Sweet 15 and guests.
 - ☐ Review guest list.
 - ☐ Confirm delivery of rental equipment and plan to be there for a quick inspection.
 - ☐ Choose party attire.
 - ☐ Find a dress.
 - ☐ Schedule appointment for salon for morning of party for hair/makeup.
- ☐ The Day of the Party
 - ☐ Sleep as late as you can.
 - ☐ Pick up balloons and put up yard signs and directional signs.
 - ☐ Meet with your helpers, give them detailed instructions.

- ☐ Set tables, serving tables and beverages.
- ☐ Set out non-perishable food early.
- ☐ Set out perishable food at the last minute.
- ☐ Let the Sweet 15 celebration begin!