

# 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!