

# Sweet 16 Party Checklist

By Jake R Brady

- 3 Months Before
  - Determine your budget.
  - Tour various restaurants and hotels for possible locations.
  - Check your personal calendar as well as the school's.
  - Pick the date and location.
- 6 Weeks Before
  - Start collecting memorabilia and assembling scrapbook or boards.
  - Call or stop by a rental company to see all the fun stuff for rent.
  - If you are having your party at home, order your tables, chairs and tents.
  - 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.
  - Order water bottles (or labels) with your Sweet 16 photo on them.
  - Buy paper plates, napkins, silverware, glasses, etc.
  - Buy decorations.
  - Order beverages.
  - Mail invitations 4 weeks before the party.
  - Buy party favors for your Sweet 16 guests.
  - Finish scrapbook or board.
- The Week of the Party
  - Pick up food & beverages.
  - If you are having your party outside of your home go to the location to determine table placement and seating chart.
  - Buy extra film and batteries and charge video batteries.
  - Follow up with guests who have not replied to the invitation.
  - Wrap gifts for Sweet 16 and guests.
  - Set up tent on the day before the party.
  - 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.
  - Sweep the front entryway, driveway and garage (if you are using it).
  - 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 16 celebration begin!