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!