

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!