

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!