
Your Yearlong Countdown to Q!

12 MONTHS BEFORE

- Select a date (and an alternate one, too)
- Set a budget
- Meet with planners/consultants for service overview and bids
- Select potential padrinos
- Plan on number of guests
- Collect magazines/catalogues for ideas
- Research vendors and set up interviews (photographer, videographer, music, food, party site, invitations, flowers, transportation, planner)
- Contact priest/church (Determine parish requirements, book date)
- Choose theme (if any) and style
- List potential attendants
- Make a planning notebook

11 MONTHS BEFORE

- Meet with food vendors for tastings
- Contact potential padrinos (with cost estimates)
- Visit locations
- Invite/confirm attendants
- Select a planner

10 MONTHS BEFORE

- Select and book a food vendor
- Select a cake (if not handled by food vendor)
- Select and book music services (church, reception, party)
- Select and book photographer and make list of shots
- Select and book videographer
- Select and book florist
- Select and reserve reception location
- Select and order invitations
- 1st attendant meetings (for dress choices and tasks assignments)

9 MONTHS BEFORE

- Send out save-the-date announcements
- Select and order your gown
- Select and order attendant dresses
- Select and order tiara/gloves/shoes and other accessories
- Launch website with save-the-date information
- Begin a "What if…" list with listed solutions
- Buy decorations

6 MONTHS BEFORE

- Select and order "Last Doll"
- Select and order Bible
- Arrange rehearsal dinner
- Select and order attendant tuxedos
- Select and order programs, with padrino info and event details

3 MONTHS BEFORE

- Make hair and make-up appointments including practice appointments
- Finalize guest list (with addresses)
- Print padrinos list
- Pick up invitations
- Address invitations

2 MONTHS BEFORE

- Send out invitations
- Start RSVP list
- Select/purchase attendant gifts
- Make song lists (church/DJ/band)

1 MONTH BEFORE

- Begin writing toasts/thank-yous
- Final fitting for gown
- Final fittings for attendant gowns
- Pick up programs
- Fitting for tuxedos
- Confirm floral delivery times
- Confirm food/cake delivery times
- Confirm photographer/videographer
- Confirm limo/other transportation
- Send out rehearsal dinner invitations
- Confirm event rehearsals
- Prepare newspaper announcement information
- Have usher meeting (assign duties)
- Contact priest/confirm church service details (readings, music)
- Organize transportation of supplies (cake knife, Bible, toasting glasses, etc.)

3 WEEKS BEFORE

- Pick-up gown
- Hair/make-up rehearsal
- Q-Girl portrait

2 WEEKS BEFORE

- Contact guests who haven't responded
- Update RSVP list
- Confirm tuxedo pick-up
- Pick-up attendants gowns

1 WEEK BEFORE

- Hair color touchups
- Make a list of payments required for day of quinceañera

- Finalize guests lists/counts
- Create seating chart
- Confirm counts for food/drink vendors
- Prepare emergency kit
- Final attendant meeting
- Confession
- Prepare attendant gifts
- Write out presentation program for emcee for party
- Write final toasts and thank-you speeches

1 DAY BEFORE

- Prepare payment envelopes for vendors
- Review emergency kit
- Rehearsal and rehearsal dinner
- Pick-up tuxedos

ON THE DAY

- Turn over payment envelopes to assigned person
- Eat a good breakfast
- Hair and make-up appointment

THE DAY AFTER

- Assist in the return of tuxedos
- Confirm clean-up (if needed)

1 WEEK AFTER

- Send out thank-you notes
- Follow up with photographer and videographer for final delivery of albums
- Take dress to dry cleaner who specializes in gown preservation