



THE ULTIMATE PARTY PLANNING CHECKLIST

**Countdown to your 16th Birthday
celebration with this complete to-do list.**

4 - 8 months before

- Set the date
- Start your guess list
- Figure out your budget
- Research and hire an event planner
- Choose a sweet 16 theme/concept and color scheme
- Research and book a venue
- Research and hire a photographer
- Research and hire a videographer

3 - 4 months before

- Research food and beverages ideas
- Hire a caterer (if required)
- Research DJs, musicians and entertainment
- Start collecting guest list information
- Send save the date
- Research and order sweet 16 invitations
- Research party rentals
- Start planning party decorations and supplies

2 - 3 months before

- Contact suppliers
- Hire a DJ
- Hire musician(s)
- Book entertainment
- Research sweet 16 décor ideas and decorations
- Research rentals (place settings, linens, barware)

- Address and send your invitations
- Buy a sweet 16 gift
- Buy decorations
- Order party favors
- Book your hairstylist and makeup artist
- Reserve hotel blocks for out-of-town guest

1 month before

- Finalize food menu
- Book a bartending or alcohol service
- Confirm meal selections
- Order cake/dessert
- Buy attire
- Write speeches
- Book transportation
- Plan parking
- Plan itinerary and music selections
- Finalize guest list
- Finalize the event layout and decorations
- Ask for help with set-up
- Notify neighbor (if required)

1 week before

- Finalize itinerary
- Confirm the details with all the vendors
- Finalize transportation
- Buy last-minute essentials
- Clean your home (if required)

1 day before - event day

- Decorate and set up
- Check-in with venue suppliers
- Set up a coat check
- Finish cleaning and cooking (if required)
- Display food and beverage
- Smile. You're finished!

