

ENGLISH / PRIORITIES AND COMMITMENTS

Quinceañera planning check

Use this family check-in before deposits and again when the plan changes.

Celebration date or date range

City and venue, if confirmed

Adult organizer

Approximate guest count

Last updated

Our priorities

The quinceañera's three most important wishes

1

2

3

Traditions we want to include or adapt

Things we have decided to skip

Our budget and commitments

Family spending ceiling

Confirmed contributions

Tentative contributions, not yet available

Family reserve for unexpected costs

Next payment / amount

Due date / responsible adult

For each written quote confirm

- ☐ Included services and hours; optional extras and guest-count changes.
- ☐ Applicable fees, tax, service charges and gratuity arrangements.
- ☐ Payment schedule; cancellation and rescheduling terms.
- ☐ Who receives the final information and by when.

Confirm provider details directly. Traditions are optional and should reflect your family.

ENGLISH / CHECKS AND NEXT STEPS

Quinceañera planning check

Mark C = Confirmed, A = Needs an answer, or N = Not applicable. Add an owner and due date.

Planning check	C / A / N	Owner / due date
1. Priorities agreed		
2. Complete written quotes compared		
3. Essential dates and locations aligned		
4. Optional padrino/madrina help willingly confirmed		
5. Day-of lead and backup identified		
6. RSVP deadline before final vendor counts		
7. Court and rehearsal plan workable		
8. Exact music versions and cues confirmed		
9. Transitions, food and breaks in the schedule		
10. Final packet and contingency decisions shared		

This week's next three actions

Action and confirmation needed	Person responsible	Due date
1.		
2.		
3.		

Final handoff

Current schedule version

Questions still open

Day-of lead and best contact

Backup lead and best contact
