

ENGLISH / FIXED TIMES AND PREPARATION

Quinceañera timeline and cues

Use actual times and confirmed services. Print extra schedule or cue pages as needed.

Event date

City and applicable local time

Venue

Schedule version and date

Day-of lead

Fixed times and deadlines

Vendor access begins

Room ready by

Ceremony, if included

Guest arrival

Meal-service time

Photo/video coverage

Music ends

Guests leave by

Breakdown window

Room clear by

Final guest count due to each provider

Planning calendar

Task / what must happen first

Person responsible

Due date

Status / written confirmation

This worksheet is a planning aid. Confirm times, services and conditions directly with your providers.

ENGLISH / DAY OF SCHEDULE

Quinceañera timeline and cues

Use actual times and confirmed services. Print extra schedule or cue pages as needed.

Schedule block 1

Start and end time

Activity and location

Person responsible

People who must be ready

Travel / transition / break needed

What confirms we can begin

If delayed, contact

Schedule block 2

Start and end time

Activity and location

Person responsible

People who must be ready

Travel / transition / break needed

What confirms we can begin

If delayed, contact

Schedule block 3

Start and end time

Activity and location

Person responsible

People who must be ready

Travel / transition / break needed

What confirms we can begin

If delayed, contact

ENGLISH / MUSIC AND FINAL CHECK

Quinceañera timeline and cues

Use actual times and confirmed services. Print extra schedule or cue pages as needed.

Moment	Participants
Exact song / artist / recording	
Approved edit or playback source	Clean-version preference
Start point / stop point	Who introduces it
Announcement language and pronunciation notes	
Who signals the music	Fallback agreed with provider
Final version confirmed by / date	

Last check

- ☐ Food, water, restroom and personal breaks included
- ☐ Travel includes gathering, loading, parking and walking
- ☐ Optional traditions reflect the quinceañera's choices
- ☐ Important moments fit booked service coverage
- ☐ Equipment and room checks happen before guests arrive
- ☐ Outdoor alternative and decision-maker confirmed
- ☐ Pickup and cleanup assignments clear
- ☐ Team has the same dated schedule
- ☐ Court and helpers have simple arrival instructions
- ☐ An offline copy is available

This worksheet is a planning aid. Confirm times, services and conditions directly with your providers.