QUINCEANERA RECEPTION PLANNER SHEET

Daughter's Name: _____   Escort's Name: _____

Daughter's Fathers Name _____   Daughter's Mothers Name _____

Female Escort's Name _____   Male Escort's Name _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Flower Girl's Name _____   Boy Escort's Name _____

Event Schedule (Your DJ can coordinate the flow of your reception. The list below depicts common reception ideas. NUMBER THESE in your ORDER of PREFERENCE or delete):

_____ Play background music as guest arrive and await Birthday Girl and Escort.

_____ Announce Birthday Girl and Escort as they enter reception.

_____ Introduce Birthday Girl's Parents.

_____ Introduce Escort Party _____ YES _____ NO (Sequence written above)
If YES, you must list sequence above or make a separate list, send your list to AME prior to event.

_____ Have someone bless the food. Guest: _____

_____ Announce the opening of buffet or food line, starting with Birthday Girl and Escort, followed by Escort Party, Family and Guests.

_____ Continue playing background music while Birthday Girl and Escort (along with guests) eat and mingle.

_____ When advised, announce the cutting of the cake(s). Invite guest to join around cake table for photographs.

_____ Cake cutting and photos.

_____ Birthday Girl and Escort dance their first dance. *Selection:* _____

_____ Birthday Girl and Parents Dance. *Selection:* _____

_____ Parents Dance. *Selection:*

_____ Dancing for all. *(DJ will take requests).*

_____ Dollar Dance. Detail your description: _____

_____

Quinceanera Sponsors:

Birthday Girl's Gown: _____

Birthday Cake: _____

Reception Hall: _____

Church: _____

Flowers: _____

Limousine: _____

Buffet/Food: _____

Tassel: _____

Other: _____

Other: _____

Music Selection:
(Please indicate the percentage of each category desired at your event)

Big Band ____% Waltz ____% Polka ____% 50's/60's Oldies ____% Motown ____% 70's Pop/Rock ____% 70's Disco ____%

80's Pop/Rock ____% 90's Pop/Rock ____% Country _____% Rock ____% Rap/Hip Hop ____% Urban & R&B/Dance ____%

Salsa ____% Merenque ____% Tejano/Cumbia/Norteno ____% Zydeco ____% Jazz ____% Classical ____% Other _____%

Type of dinner music (If needed): _____

Special instructions for DJ and/or song request: _____

_____

_____

_____

_____

Do you prefer your DJ to be: Outgoing _____   Moderate _____   Easy Going _____   Reserved _____

BALANCE DUE: $_____   NAME OF PERSON RESPONSIBLE TO PAY BALANCE: _____

I HAVE READ AND AGREE TO ALL THE ABOVE QUINCAENERA RECEPTION PLANNER SHEET.