

Quince Date:
Day of the Week:
Quinceañera's Name:

Quince Ceremony Facility:
Ceremony Address:
Phone Number:

Quince Reception/Party Facility:
Reception Address:
Phone Number:

Indoor or Outdoor:
If outdoor will tent be provided? Yes or No

Number of Guests:
Ceremony Start Time (Optional):
End Time (Optional):
Party Start Time:
End Time (Optional):

Parent's Name:
Phone Number:
Parent's Name:
Phone Number:

Other Event Professionals:

Caterer:
Caterer's Phone:
Planner/Coordinator:
Planner/Coordinator's Phone:
Photographer:
Photographer's Phone:
Photographer's Email:
Do you need a photographer? Yes or No
Are there any special photos to be taken during the reception?
Duration of special photos:
How late is the photographer scheduled?
Videographer:
Videographer's Phone:
Videographer's Email:
Do you need a videographer? Yes or No

Florist/Decorators Name:

Florist/Decorators Phone Number:

Cocktail Hour Details

Light low volume music to set the mood.

Cocktail Hour: Yes or No

Is cocktail hour in the same room as main reception? Yes or No

If not, where:

Cocktail Hour Music:

Godparents/Padrinos:

Announce Godparents? Yes or No

Name:

Assisted with (optional):

Name:

Assisted with (optional):

Name:

Assisted with (optional):

Name:

Assisted with (optional):

Name:

Assisted with (optional):

Name:

Assisted with (optional):

Name:

Assisted with (optional):

Name:

Assisted with (optional):

Name:

Assisted with (optional):

Name:

Assisted with (optional):

Grand Entrance/Formal Entry/Introductions:

Announce Parents as:

Announce Siblings as:

	Damas	Quince Court (in order of entry)	Chambelanes
1		escorted by	
2		acompañada por	
3		escorted by	
4		acompañada por	
5		escorted by	
6		acompañada por	
7		escorted by	
8		acompañada por	
9		escorted by	
10		acompañada por	
11		acompañada por	
12		escorted by	
13		acompañada por	
14		escorted by	
15		acompañada por	
16		escorted by	
Quinceañera		acompañada por el chambelan de honor	

Additional Traditions

Presentation of gifts from the Godparents? Yes or No

Tiara Crowning? Yes or No

Performed by:

Exchanging of Shoes? Yes or No

Performed by:

Opening Dances/First Waltz

Announcement of Dances and who they're being danced with? Yes or No

Opening Dance Song:

Opening Dance With:

Second Dance Song:

Second Dance With:

30 Minute open dance set? Yes or No

First Waltz/Court Dance Song:

Last Dance Song:

Last Dance With:

Toasts - Brindis

Toast Time:

Dad's Toast to Quinceañera & Guests? Yes or No

Example "Damas y caballeros, el padre de la quinceañera va a comenzar el brindis."

Announce Toast? Yes or No

Example "Damas y caballeros, su atencion porfavor, ahora haremos el brindis a la quinceañera, les dare un minuto para que preparen su champaña...Y ahora un brindis a la dama de la noche, celebrando este dia, un futuro lindo y salud!"

Will champagne be served to everyone? Yes or No

Other toast by:

Other toast by:

Should guest toasts be invited in an announcement?

Example "Y a los invitados, hay alguno que quiera anunciar otro brindis?"

Meals, Cake Cutting, Speech - Comidas, Cortar Pastel, Discurso

Cake Cutting Time:

Announcement to come for cake? Yes or No

Or will cake be brought to tables? Yes or No

Cake Cutting Song:

Meal Time:

Announcement to come for food? Yes or No

Or will food be brought to tables? Yes or No

Will the quinceañera be giving a thank you speech? Yes or No

If yes, what time:

Additional Details

Will a band be playing? Yes or No

Band Name:

Band Contact (Name & Number):

Will a sound system already be in place for the DJ to use? Yes or No

Music:

If a song is killing the dance floor, can the DJ fade out the song, even if it is a request from the guest? Yes or No

From your playlist as well? Yes or No

Types of Music You Would Like Played:

Oldies	Motown	Rock	Top 40 (Pop)	70's (Disco, Funk)	80's	90's
Hip-Hop	Country	R&B	Techno	House	Future Bass	Alternative
Cumbia	Corridos	Norteñas	Duranguense	Banda	Tribal	Salsa
Merengue	Bachata	Rock en español	Reggaeton	Dembow	Samba	Merengue Electronico /Mambo
Salsa Clasica/ Mambo	Son Cubano	Rancheras	Baladas	Old Timey Rock & Roll	Metal	Tango
Punta	Pop en español	Bollywood	Dancehall	Reggae	Punjabi	Traditional (Indian)
Arabic	Eastern European	Afrobeat	Moombahton	Hawaiian (Ukelele)	Other tradional	Pop en Português

Other Genres (Optional):

Line Dances: (Select the ones you would like to be played.)

Cupid Shuffle by Cupid: Yes or No

Cha Cha Slide by Mr.C: Yes or No

Wobble by V.I.C.: Yes or No

Macarena by Los Del Rio: Yes or No

Crank That (Soulja Boy): Yes or No

Teach Me How To Dougie by Cali Swag District: Yes or No

Gangnam Style by PSY: Yes or No

Watch Me by Silento: Yes or No

Stanky Legg by GS Boyz: Yes or No

Harlem Shake by Baauer: Yes or No

Tequila by The Champs: Yes or No

The Wop by J. Dash: Yes or No

Payaso de rodeo by Caballo Dorado: Yes or No

Limbo Rock by Chubby Checker: Yes or No

Ras Tas Tas by Cali Flow Latino: Yes or No

Line Dances (continued):

Hokey Pokey by Ray Anthony: Yes or No

Chicken Dance: Yes or No

The Hustle: Yes or No

The Train: Yes or No

Turbo Hustle: Yes or No

Y.M.C.A. by Village People: Yes or No

The Twist by Chubby Checker: Yes or No

Mashed Potato Time by Dee Dee Sharp: Yes or No

Thriller by Michael Jackson: Yes or No

El Serrucho by Mr Black: Yes or No

Dancing Song Requests:

Must Play Songs:

Play If Possible Songs:

Do Not Play Songs (Optional):