



Lubbock, Texas  
(806) 698-1203

## *Quinceanera Checklist*

Billing Address:  
PO Box 53067  
Lubbock, TX 79453

Physical Address:  
6032 74<sup>th</sup> Street  
Lubbock, TX 79424  
(806) 798-2665

**Toll free: 1 (877) 877-4536**

# Quinceanera 12 Month Planner

## Six to Twelve Months before the Party

<input type="checkbox"/>	Reserve your date of the event at the Church (One year in advance is not uncommon)
<input type="checkbox"/>	Purchase a memory album
<input type="checkbox"/>	Create preliminary budget
<input type="checkbox"/>	Hire an event coordinator
<input type="checkbox"/>	Select a date and time for the party
<input type="checkbox"/>	Determine theme or style
<input type="checkbox"/>	Determine the size of your guest list
<input type="checkbox"/>	Start compiling the names and addresses of your guests
<input type="checkbox"/>	Choose a color scheme
<input type="checkbox"/>	Select court attendants
<input type="checkbox"/>	Select party location
<input type="checkbox"/>	Book musicians for the party
<input type="checkbox"/>	If necessary, contract caterer
<input type="checkbox"/>	Contract a photographer and take your photos for the "Growing Up" video
<input type="checkbox"/>	Contract a videographer
<input type="checkbox"/>	If necessary, contract a florist
<input type="checkbox"/>	Contract a band or DJ
<input type="checkbox"/>	Select your make-up artist
<input type="checkbox"/>	Coordinate transportation
<input type="checkbox"/>	Start shopping for your dress (have fun!)
<input type="checkbox"/>	Select dresses for your Damas – choose three styles in case the styles change
<input type="checkbox"/>	Select the formal attire for your Chambelans
<input type="checkbox"/>	
<input type="checkbox"/>	

## Four to Five Months before the Party

<input type="checkbox"/>	All deposits should be made and contracts signed
<input type="checkbox"/>	Order invitations and thank you cards
<input type="checkbox"/>	Purchase the dress
<input type="checkbox"/>	Purchase attire for the court
<input type="checkbox"/>	Rent tuxedos for the gentlemen in the court (Chambelans)
<input type="checkbox"/>	Determine the decorations
<input type="checkbox"/>	Determine the keepsakes/favors
<input type="checkbox"/>	Make appointments with hair/make-up artist
<input type="checkbox"/>	Determine rehearsal dates with choreographer and court of honor
<input type="checkbox"/>	Purchase shoes, jewelry
<input type="checkbox"/>	Purchase tiara and jewelry
<input type="checkbox"/>	
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## Three Months before the Party

<input type="checkbox"/>	Order the cake
<input type="checkbox"/>	Confirm menu with caterer
<input type="checkbox"/>	Purchase toasting goblets and guest book
<input type="checkbox"/>	Purchase other accessories: ceremony candles, cake-topper, etc.
<input type="checkbox"/>	
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## Two Months before the Party

<input type="checkbox"/>	Address invitations/announcements (They should be sent out 4 to 6 weeks before the party)
<input type="checkbox"/>	
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## One Month before the Party

<input type="checkbox"/>	Finalize event details with contracted vendors
<input type="checkbox"/>	Send copy of all contracts to your event coordinator
<input type="checkbox"/>	Have final fitting for dress and court dresses
<input type="checkbox"/>	Have a formal portrait done
<input type="checkbox"/>	Create music list for band or DJ
<input type="checkbox"/>	Create list of preferred photographs for photographer
<input type="checkbox"/>	Keep careful record of all gifts
<input type="checkbox"/>	Get started on thank you cards
<input type="checkbox"/>	Purchase postage for invitations
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## Two Weeks before the Party

<input type="checkbox"/>	Confirm ballroom details: centerpieces, gift table, etc.
<input type="checkbox"/>	Confirm accommodations for out-of-town guests
<input type="checkbox"/>	Ask friend or relative to take charge of the guest book at the reception
<input type="checkbox"/>	Contact guests who have not responded
<input type="checkbox"/>	Visit hair/make-up artist to tryout styles
<input type="checkbox"/>	Create party day time schedule
<input type="checkbox"/>	Fax list of preferred music to the DJ and band
<input type="checkbox"/>	Fax list of preferred pictures to photographer
<input type="checkbox"/>	Remind attendants of rehearsal details
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## One Week before the Party

<input type="checkbox"/>	Make appointment with manicurist
<input type="checkbox"/>	Give final count of guests to caterer
<input type="checkbox"/>	Plan the seating arrangement
<input type="checkbox"/>	Pick up dresses and tuxedos
<input type="checkbox"/>	Have final rehearsal
<input type="checkbox"/>	Ask a friend or relative to take charge of transporting birthday gifts from the ballroom to your home.
<input type="checkbox"/>	Treat yourselves to massages or a spa day
<input type="checkbox"/>	Make sure that all accessories are packed and ready
<input type="checkbox"/>	Make sure your DJ has the music list and choices ready

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MGC Videos

### The Party Day

<input type="checkbox"/>	Remember to eat something
<input type="checkbox"/>	Have a relative take photos of you getting up, eating, getting dressed and any other thing that you do on the way to the church – Be sure to give these to the photographer for your DVD production
<input type="checkbox"/>	Get to stylist appointment on time! (No time for delays!)
<input type="checkbox"/>	<b>BE ON TIME EVERYWHERE YOU GO – ESPECIALLY THE CHURCH</b>
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# Typical Event Day Schedule

This is a typical schedule for the Quinceanera Event. You can change whatever suits your needs. Some planners need a little help on planning and this is used as a suggestion only or as a guide.

## *Getting Ready for Church Service*

8:00 a.m.	Quinceanera goes to beauty shop, manicurist, etc. to get ready for her big day. <b>DO NOT</b> rush these people and <b>DO NOT</b> be late if you want your day to go smoothly. Be sure to plan in order to be at the church 2 hours before the service starts.
10:30 a.m.	Photographer and Videographer arrive to set up and test equipment.
11:00 a.m.	All Court of Honor participants need to be at the church and dressed. Photographer will start taking photos of Court of Honor, Quinceanera, Padrinos, and family members. (Note: Most churches require all participants to be at the church and dressed 2 hours before the event.)
12:30 p.m.	Photography stops and all lighting equipment packed away. (We stop 30 minutes before the service- even if all photos are not done. If you are on time, all photos will be finished.) Court of Honor rests and reflects for their duties during the Quinceanera service.
1:00 p.m.	Quinceanera Mass or other service begins.
2:00 p.m.	Quinceanera service over. Photos of end of service and poses with Priest. Family members are gathering all gifts and other items to leave for the reception.
2:30 p.m.	Limousine or Horse Carriage picks up Quinceanera, escort and Court of Honor to ride around town for 1-2 hours while family gets food ready for reception or caterer arrives and sets up.

## *Reception and Macha*

5:00 p.m.	Reception starts for a meal.
6 or 7 p.m.	Video of Quinceanera “growing up” starts. Macha starts after the video. (Includes dance with Dad, Mom and Grandparents. Dance begins after the Macha until sometimes 11 p.m. or midnight.
7:30 p.m.	Photographer starts pose shots with Quinceanera with friends and family. Videographer starts interviews of special greetings from friends and family.
9:00 p.m.	Cake cutting and toasts by parents and escort.

The reception and dance are spread out over several hours and can be planned as you go. However, the photographer and videographer will need specific times for the “growing up” video and cake cutting along with the toasts. The photographer’s and videographer’s schedule is planned according to specific times and needs to be prepared for those special photos and videos. Talk to your photographer and videographer to work out a good schedule for you and them. Some photographers charge for “dead” time if they have to wait to fulfill their duties.

Please provide some type of meal for your photographer, videographer and any other vendors that will be with you for most of the day. They will appreciate it and be more receptive to changes and delays that may come up and are not planned.

# Quinceanera Package Pricing

These are the services if they were priced separately.

<b>5 hours of photography</b>	<b>\$500.00</b>
<b>2 hours of videography (1 camera only)</b>	<b>\$400.00</b>
<b>Second camera manned</b>	<b>\$200.00</b>
<b>DVD production with photos added</b>	<b>\$200.00</b>
<b>Location fee (church)</b>	<b>\$100.00</b>
<b>Location fee (reception and dance) <i>if at a separate location from church service</i></b>	<b>\$100.00</b>
<b>“Growing up” video</b>	<b>\$300.00</b>
<b>“Growing up” video projection at reception</b>	<b>\$200.00</b>
<b>“Live Video” of church service</b>	<b>\$200.00</b>
<b>Court of honor photos projected before service</b>	<b>\$200.00</b>
<b>Photos included with package</b>	<b>\$320.00</b>
<b>Photos of Quinceanera 2 weeks before service</b>	<b>\$200.00</b>
<b>Photography at practice for service and Macha</b>	<b>\$200.00</b>

**Total cost if purchased separately: \$3120.00**

**Our package price “Platinum Package” \$1400.00**

You save \$1720.00 by purchasing the package services.

\*\* Travel outside Lubbock City Limits is charged at \$50.00 per hour each direction or \$100.00 per hour round trip.

