Sweet 16 Party Planning Checklist

Here's a checklist for the perfect Sweet 16 party from Creations For You that we use here at Party411.com.

Celebrant Name

Date

Location

Number of Guests

DJ Name and Number

Photographer Name and Number

Videographer Name and Number

Colors

Title

Invitations
Invitations ____
RSVP cards ____
Thank You Notes ____

Entrance Area Décor
Welcome Sign _____
Balloons _____
Lifesize cutout _____

Sign-in Board/Book
Sign-in Board _____ or
3D Sign-in book _____
Balloons at the sign in area _____
Pens for the board or book _____

Seating Card Area
Seating Cards _____
Seating Card Sign _____
Balloons at this area _____

Tables
Centerpieces _____
Table Numbers _____
Confetti _____
Candy _____
Napkin Rings _____
Votive Candles _____
Linens/Napkins _____
Personalized Cameras _____

Bar/Buffet Area
Menu signs _____
Buffet Signs _____
Balloon arches over each buffet _____

DJ/Band Area
DJ Sign _____
Balloon towers on either side of DJ _____

Other
Ceiling Treatment _____
Cocktail Napkins _____
Photo Op _____

Favors
Dancefloor Giveaways _____
Personalized Favors _____
Personalized Favor Tags _____

Entertainment
Games _____
Magician _____
Balloon Sculptor _____
Tattoo artist _____
Other __________________________________________

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