

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/Buffer 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 _____

