

# Quinceañera Planning Guide

*Countdown to Your Special Day!*

*Prepared by the Salem Convention Center Staff*



## **OVERVIEW & PURPOSE**

The Quinceañera is an important celebration in Latin culture and many details go into the planning and organizing of this special occasion. To help make your daughter's Quinceañera everything she envisioned, our event planners have provided some answers



to frequently asked questions along with a general checklist for you to use. Happy planning!

## What kind of venue should we be looking for?

You should decide on your venue by deciding how formal or informal you want for your Quinceañera to be. To help determine an appropriate date and setting for your event, ask yourself the following questions:

- 1) How many people will you invite and will the venue be able to accommodate this?
- 2) Is the venue in a safe and convenient location?
- 3) Are you planning to serve alcohol? Make sure it is allowed in the venue of choice and ask about extra fees (corkage fees, bartender, security, etc).
- 4) What about parking? Is there complimentary on-site parking or will your guests have to pay?
- 5) Does the venue have on-site catering facilities and services?
- 6) Can the venue provide dance floors and accommodate musical entertainment along with audio & visual services?
- 7) Find out specifically what services are included in the rental fee- does it include tables/chairs/linens/etc?
- 8 ) What are the hours? How long will you have the space and will there be a fee if you exceed your time?
- 9) Does the venue offer overnight accommodations for your out of town guests?
- 10) How much is the deposit?

## What kind of budget should we have?

No matter the size and scale of your Quinceañera, you must be prepared for the unexpected. Creating a budget and sticking to it is critical. The sooner you can set your budget, the more you can plan for the expenses and the less stress you will have in the decision making.



The following Quinceañera expense breakdown can help you create a realistic budget.

- 52% Caterer/ beverage/banquet hall rental fees
- 18% Photographer and/or videographer fees
- 5% Flowers
- 5% Quinceañera dress and accessories
- 3%-18% Music depending on whether it is a live band, a DJ or both
- 3% Invitations
- 5% -10% Miscellaneous

Many families have been able to save time and money by booking an all-inclusive venue like the Salem Convention Center. It saves the family time and money by providing party essentials such as centerpieces, tables, chairs, linen, cloth napkins, place settings, a dance floor, catering and more. In addition, our experienced event coordinators and professional service staff are here to assist with your every need.

## **Do we need an event planner?**

Planning an important family event like this is a big task for one person. You will endure much less stress if you delegate some of the tasks to someone you trust. Ideally, you would enlist the help of a professional event planner with experience planning a Quinceañera to help guide you through each of the details.

*Note: If you book one of our Quinceañera packages at the Salem Convention Center, an experienced Quinceañera planner will be provided for you.*

## **Should we ask friends and family to help?**

Yes! Don't be shy to enlist the help of your family and friends. Will there be the traditional Court of Honor? Some tasks can be delegated to them as well. Will there be a sponsor? If so, decide how involved will they be in the planning process.

## **How far in advance should we plan?**



Even though it is possible to plan an elegant event and book the perfect venue in a very short amount of time, it's ideal to start the planning process early.

Here is a general Quinceañera checklist and timeline our planners recommend following. Feel free to customize this checklist to accommodate your personal preferences and budget. Happy planning!

## 12-16 Months Before the Quinceañera

- ❑ **Get organized with a planning notebook.** *Note: There are numerous online and digital resources out there, however we find that a good old fashioned notebook is a great way to organize every aspect of your Quinceañera.*
- ❑ **Select potential godparents (contributing sponsors).**
- ❑ **Begin your research and set a realistic budget you will stick to.**
- ❑ **Determine your unique party theme, style and main colors.**
- ❑ **Book the church.** If there is a mass or ceremony, you will need to check with your local parish and coordinate the date. Don't forget to book a rehearsal the rehearsal the day before!
- ❑ **Book the priest/minister.**
- ❑ **Research potential party venues.**
- ❑ **Begin to form your guest list.** *Tip: We recommend making a spreadsheet that tracks your headcount, contact info, RSVPs, gifts, etc*
- ❑ **Research local Quinceañera vendors.** *Note: We have an amazing vendor referral list here at the Salem Convention Center*

## 8-12 Months Before the Quinceañera

- ❑ **Book the event venue.**



- Order “Save the Dates”.**
- Meet with your event planner or friends and family members who will be helping.**
- Book event professionals:**
  - Photographer
  - Videographer (check with the church on their policy about filming in the church.)
  - DJ or Band/Entertainment
  - Transportation (her court of honor and family, from the church to the reception)
  - Florist
  - Baker
  - Caterer

## **6-8 Months Before the Quinceañera**

- Schedule a meeting with the caterer.**
- Choose your honor escort and court of honor.**
- Purchase a dress.**
- Choose and order the chambelanes and damas dresses and accessories.**
- Reserve a block of hotel rooms for out-of-town guests.** *Note: The Grand Hotel in Salem is the preferred hotel of the Salem Convention Center*
- Register for gifts.**
- Order stationery and invitations.**
- Meet with ceremony officiant to discuss the quinceañera ceremony and your preferences.**



## 4-6 Months Before the Quinceañera

- Send out “Save the Date” reminders
- Select and order the cake
- Select Quinceañera party attire
- Purchase shoes and accessories.
- Purchase additional decorations needed for the celebration.
- Order party favors .

## 2-3 Months Before the Quinceañera

- Meet with all vendors to confirm details of their services.
- Prepare reception seating chart and/or placecards
- Send out official invitations.
- Order your guest book
- Make appointments for hair, makeup, and nails.
- Start preparing a speech to thank family, sponsors and guests.
- Prepare the surprise dance and main waltz during the reception.
- Finalize fitting and alterations needed on the dress.

## One Month Before the Quinceañera

- Have a formal portrait taken with your Quinceañera dress.
- Delegate as many small tasks that you can.
- Send out as many final payments as you can.
- Create and print Quinceañera program if you have one

## The Week of the Quinceañera

- Plan and communicate all logistics.
- Send the final headcount to the caterer and party venue.



## Day of the Quinceañera

- ❑ **Relax.**
- ❑ **Enjoy this very special day.**
- ❑ **Call on our team of professionals should you need any assistance.**

Our professional staff can help you with many of the details and help you plan a wonderful event to remember. Go to our page find out more about Fiesta de Quinceañera Packages at The Salem Convention Center.

¡Llámenos hoy y empiece a planear su Evento Social! 1-866-614-1900 o email.