



# QUINCEAÑERA PLANNER

Name: \_\_\_\_\_



**D.A.Z.**  
ENTERTAINMENT

**QUINCEANERA DATE:** \_\_\_\_\_ **RETURN PLANNER BY:** \_\_\_\_\_

**Ceremony:** Location & Address \_\_\_\_\_

Time: From \_\_\_\_\_ to \_\_\_\_\_

**Reception:** Location & Address \_\_\_\_\_

Time: Dinner: \_\_\_\_\_ to \_\_\_\_\_ Dance: \_\_\_\_\_ to \_\_\_\_\_

What time will your **FIRST** guest arrive at the dinner/reception? \_\_\_\_\_ Disc Jockey **READY** to play at: \_\_\_\_\_

Live Musicians? Yes/No Name: \_\_\_\_\_ Play from \_\_\_\_\_ until: \_\_\_\_\_

Photographer? Yes/No Name: \_\_\_\_\_ Will be taking pictures until: \_\_\_\_\_

Videographer? Yes/No Name: \_\_\_\_\_ Will be video-taping until: \_\_\_\_\_

## PLEASE CHECK BELOW THE IMPORTANT DETAILS THAT THE DJ WILL HANDLE FOR YOU

- Present la Quinceañera upon arrival at the reception. Ms. \_\_\_\_\_
- Receiving Line for guests to congratulate the La Quinceañera.
- Introduce the members of the Quinceañera Party. (List names on the back side)
- Toast to the Quinceañera       Tossing of the Doll/Teddy Bear       La Marcha de Zacatecas
- Changing of the shoes       Cutting of the birthday cake       \_\_\_\_\_
- Father/Daughter Dance: \_\_\_\_\_
- Formal Dance with Padrinos & Madrinas: \_\_\_\_\_
- Formal Waltzes with Chamberlanes & Damas: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Special Announcements \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Music Selections \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Is the DJ invited for \_\_\_\_\_ food or \_\_\_\_\_ beverage? (No break in music will occur.)

# QUINCEAÑERA PARTY INTRODUCTIONS

Please print legibly or type the names in the exact order we will introduce them.  
Introductions can also be done in exact reverse order straight off this list so that  
la Quinceañera can make her grand entrance before everyone else has been introduced.

## PADRINOS

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## MADRINAS

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## CHAMBERLANES

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MOTHER & ESCORT: \_\_\_\_\_

FATHER & DAUGHTER: \_\_\_\_\_