QUIKRSVP



AN ALMANAC IN EIGHT PLATES

The Quinceañera *Planner*

Her year of planning in eight seasons, from the first padrino to the last thank-you note.

HER NAME

HER XV DATE

Welcome

This planner follows her XV años from the first conversation about the date to the last thank-you note. Each season opens on a botanical plate and faces its own tasks, so you always know what comes now and what can wait.

Every family keeps the tradition its own way. Cross out what you don't do, add what your family has always done, and leave the rest. Nothing in here is a rule.

The padrinos, the court and the running order pages carry both languages, so the whole family can fill them in together.

HOW THE PAGES WORK

☐ **A task, with its note**
The box is a real checkbox on screen; on paper, tick it.

✦ **The gold star**
Marks the tasks that cannot slip: the ones everything else waits for.

done _____ **Write the date you finished.**

STARTING LATE?

If her XV is less than nine months away, do the gold-starred tasks of every season you have already passed this week, then join the year where you are.

PRINTING IT

Use the white-paper print edition, double-sided, flipped on the long edge, so each plate faces its tasks.

With love, from all of us at QuikRSVP

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Her XV at a glance

HER NAME _____

DATE _____

CHURCH _____

MASS TIME _____

SALÓN _____

RECEPTION TIME _____

FAMILIES WE INVITE _____

TOTAL BUDGET _____

HER COLORS _____

CHOREOGRAPHER _____

Key dates

INVITATIONS SENT _____

FINAL COUNT DUE _____

PHOTO SESSION _____

PARISH PAPERWORK _____

REPLY DATE _____

LAST FITTING _____

FINAL REHEARSAL _____

FINAL PAYMENTS _____

Our people

	NAME · NOMBRE	PHONE · TELÉFONO
Her mother		
Her father		
Padrinos de honor		
Chambelán de honor		
Point person on the day		
Choreographer		
MC		

The ceremonies we will keep

Tick the ones your family keeps and write who leads each. Add your own on the lines below.

		WHO LEADS IT · QUIÉN LA DIRIGE
☐	The Mass of Thanksgiving	
☐	The grand entrance	
☐	The presentation of the padrinos	
☐	The coronation	
☐	The changing of the shoes	
☐	The last doll	
☐	The vals	
☐	The brindis	
☐	The baile sorpresa	
☐	The candle ceremony	
☐	The cake and Las Mañanitas	
☐	The tornafiesta or recalentado	
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		



I

PLATE I · DAHLIA PINNATA · DAHLIA, IN BUD

A year and more

12+ months before

The foundation. The date, the budget, the size of the party and the venue decide one another, so settle them together. Padrinos are invited early, and the parish is asked before the date is fixed.

WHAT MATTERS MOST

- Ask the parish before you fix the date
- Invite the padrinos de honor
- Book the salón

12+ months before

- [ ] **Choose the date** ✦ done _____
  Pick two or three possible Saturdays near her birthday, then check them with the church and the salón before you tell anyone.

- [ ] **Set the budget, and who pays for what** ✦ done _____
  Write down what the family will pay and what you hope padrinos will give. Count only on what padrinos have already promised.

- [ ] **Decide the shape of the day** done _____
  A Mass and a party, a party only, a dinner or a large reception: this choice sets the guest count, the venue and most of the budget.

- [ ] **Draft the guest list, family by family** done _____
  Count households, not people. One invitation goes to each family, with the number of seats you reserve for them.

- [ ] **Invite the padrinos de honor** ✦ done _____
  The main padrinos, often her baptism godparents, stand with her all day. Invite them in person, and give them time to say yes.

- [ ] **Reserve the date at the church, and ask what the parish requires** ✦ done _____
  (if you have a Mass) Parishes often ask for her baptism and First Communion certificates and a preparation course; many hold no XV años Masses in Lent. Ask for the list in writing.

- [ ] **Book the salón** ✦ done _____
  Visit at least three. Ask what is included, until what time music can play, and the rules on security, cleaning, alcohol and the deposit.

- [ ] **Choose her colors and theme** done _____
  She chooses. The colors guide her dress, the court's outfits, the flowers and the cake, so settle them before shopping.



II

PLATE II · BOUGAINVILLEA SPECTABILIS · BOUGAINVILLEA

Nine to eleven months

9–11 months before

Her court, her dress and the vendors who sell out first. The padrinos list starts now, because every item on it is a talk with one family.

WHAT MATTERS MOST

- Choose her court of honor
- Start the padrinos list
- Start shopping for the dress

- [ ] **Choose her court of honor** ✦ done _____
  Damas, chambelanes and her chambelán de honor. Tradition says fourteen couples, or seven; today any number works, even chambelanes only. Talk to each one's parents too.

- [ ] **Start the padrinos list, and begin inviting** ✦ done _____
  One item to each family, written down with the amount if they give money. A clear list avoids two cakes and no tiara.

- [ ] **Book the photographer and videographer** ✦ done _____
  Ask to see the full video of a XV años they filmed, not a highlight reel, and whether the photo session is included.

- [ ] **Book the music** ✦ done _____
  A DJ, a band, a mariachi or a mix. Agree who will play the vals and the baile sorpresa, and who is the MC.

- [ ] **Book the caterer, if the salón has none** done _____
  Ask for a tasting before you sign, and for the price per guest with drinks, service and cake cutting included.

- [ ] **Book the choreographer** ✦ done _____
  For the vals and the baile sorpresa. Good choreographers book a season ahead and set the rehearsal calendar.

- [ ] **Start shopping for her dress** ✦ done _____
  A ball gown ordered from a boutique often takes four to six months to arrive. Bring her colors and the budget.

- [ ] **Tell family out of town or abroad** done _____
  Relatives who fly in need the date and the city now: visas, leave from work and flights take months.

- [ ] **Start the parish preparation** done _____
  (if you have a Mass) If the parish asks for a course, talks or a retreat, put every date in the calendar now.



III

PLATE III · GARDENIA JASMINOIDES · GARDENIA

Six to eight months

6–8 months before

The details take shape: the dress is ordered, the music for the vals is chosen, and the cake, the flowers and the invitations are designed.

WHAT MATTERS MOST

- Order the dress
- Choose the vals music
- Design the invitations

6–8 months before

- [ ] **Order her dress, and set the fittings** ✦ done _____
  Get the delivery date in writing. Book the first fitting for when it arrives and the last for two weeks before.

- [ ] **Choose the music for the vals** ✦ done _____
  Often a vals with her father, a family vals with padrinos and relatives, and the choreographed vals with her court. The order varies by family.

- [ ] **Plan the baile sorpresa** done _____
  Her surprise dance: the style, the song mix, the outfit change and who dances it with her.

- [ ] **Book the cake** done _____
  Often a padrino's gift. Agree on the size, based on the guest list, and on the delivery time with the salón.

- [ ] **Book the flowers and decorations** done _____
  Centerpieces, her entrance, the cake table and the bouquet. Ask what the salón allows on its walls and ceiling.

- [ ] **Book hair and makeup** done _____
  For her, and for her mother and damas if you wish. Book a trial for the photo session.

- [ ] **Design the invitations** done _____
  Decide who the invitation is from (her parents, or her), which padrinos are named, and whether it goes on paper, on WhatsApp or both.

- [ ] **Reserve hotel rooms for family traveling in** done _____
  A few rooms held near the salón, with the booking code ready for the invitation.

NOTES



IV

PLATE IV · PAEONIA LACTIFLORA · PEONY, OPENING

Four to five months

4–5 months before

The court finds its outfits, the gifts the padrinos give her are ordered so that nothing is late, and the rehearsal calendar is set.

WHAT MATTERS MOST

- Set the rehearsal calendar
- Settle the court's outfits
- Order the ceremony gifts

4–5 months before

- [ ] **Set the rehearsal calendar** ✦ done _____
  About three months of weekly rehearsals is enough for a small court; start earlier for a large one. Share one calendar with every court family.

- [ ] **Settle the court's outfits** done _____
  Damas' dresses and chambelanes' suits or charro outfits: who chooses, who pays and when sizes are due.

- [ ] **Order the ceremony gifts** ✦ done _____
  Tiara, heels, medal, ring, earrings, the last doll and the cushions, whichever your family keeps. Check each against the padrinos list.

- [ ] **Order the recuerdos and the guest book** done _____
  Favors arrive slowly when they carry her name and date. Order a few more than the number of families.

- [ ] **Book the limousine or transport** done _____
  For her and the court, from home to the church and from the church to the salón.

- [ ] **Choose the final menu** done _____
  Bring her and one grandparent. Confirm a children's plate and what the court will eat.

- [ ] **Set up her RSVP** done _____
  One link for every family, in Spanish and English, with the seats you reserve for each. From now on, the guest list is kept there.

NOTES

V



PLATE V · GYPSOPHILA PANICULATA · BABY'S BREATH

Two to three months

2–3 months before

Rehearsals begin, the invitations go out and the day gets its running order. Most of the remaining work is confirming what others promised.

WHAT MATTERS MOST

- Start the rehearsals
- Send the invitations
- Confirm every padrino

2–3 months before

- [ ] **Start the rehearsals** ✦ — done _____
  Once a week for the vals, more often near the day for the baile sorpresa. Keep a list of who came.

- [ ] **Have the photo session** — done _____
  As soon as the dress has arrived and been fitted, and before the invitations are printed if a photo goes on them.

- [ ] **Send the invitations** ✦ — done _____
  Six to eight weeks before the party, with the reply date about three weeks before it.

- [ ] **Write the running order** ✦ — done _____
  Every moment, in order, with a time and the name of the person who leads it. The DJ, the MC and the photographer each get a copy.

- [ ] **Plan the Mass with the priest** — done _____
  (if you have a Mass) The readings and who reads them, the music, the offering of her bouquet, and which padrinos are presented.

- [ ] **Choose who gives the brindis** — done _____
  Usually a padrino or a parent. Ask them now so the words are written, not improvised.

- [ ] **Confirm every padrino** ✦ — done _____
  What each one brings, when it will be delivered and to whom. Write it in the padrinos list.

- [ ] **Break in both pairs of shoes** — done _____
  The flats she arrives in and the heels for the shoe ceremony. She will dance in them for hours.

NOTES



VI

PLATE VI · POLIANTHES TUBEROSA · TUBEROSE

The last month

1 month before

Replies close and the numbers become final. Call the families who have not answered, then give the salón its count.

WHAT MATTERS MOST

- Close the replies
- Give the final count
- Have the last fitting

- [ ] **Close the replies** ✦ done _____
  About three weeks before. A week before that date, remind the families who have not answered.

- [ ] **Call the families who have not replied** ✦ done _____
  A short call or a WhatsApp message, the day after the reply date. Ask how many are coming.

- [ ] **Give the final count to the salón and caterer** ✦ done _____
  Count people, with children and the court. Ask for the date after which the number is fixed.

- [ ] **Assign the tables** done _____
  The padrinos and grandparents near her table, the court together, and families who traveled seated together.

- [ ] **Have her last fitting** ✦ done _____
  With the shoes, the tiara, the crinoline and the undergarments of the day. Practice walking, sitting and the vals.

- [ ] **Confirm every vendor** done _____
  Arrival time, contact on the day and the last payment, for each one. Note it on the vendors page.

- [ ] **Collect the padrinos' gifts** done _____
  Everything for the ceremonies in one place, a week before, checked against the list.

NOTES



VII

PLATE VII · ROSA CENTIFOLIA · ROSE, IN FULL BLOOM

The week of her XV

The final week

Hand the day to the people who will run it. Once the running order is out of your hands, the day belongs to her and to you.

WHAT MATTERS MOST

- **Final rehearsal at the salón**
- **Hand out the running order**
- **Name a point person**

The final week

- [ ] **Hold the final rehearsal** ✦ done _____
  At the salón if it allows, with the DJ's music, the entrance and every vals in full.

- [ ] **Rehearse at the church** done _____
  (if you have a Mass) The entrance, where the padrinos sit and when they come forward. Some parishes ask for confession that week.

- [ ] **Hand out the running order** ✦ done _____
  To the DJ or MC, the photographer, the salón manager and the point person, with every phone number.

- [ ] **Name one point person for the day** ✦ done _____
  A calm aunt, uncle or friend who takes the vendors' calls. Not her mother: she belongs in the photos.

- [ ] **Pack the ceremony box** done _____
  Tiara, heels, the last doll, the cushions, her bouquet, candles and lighter, each labeled with who presents it.

- [ ] **Prepare the envelopes** done _____
  Last payments, tips and the church stipend, one envelope each, given to the point person.

- [ ] **Pack the emergency kit** done _____
  Safety pins, a sewing kit, flats, Band-Aids, pain relievers, stain remover and phone chargers.

- [ ] **Celebrate her** ✦ done _____
  Whatever is not done by now can wait. Eat something, and watch her dance.

NOTES



VIII

PLATE VIII · FLORES IN HERBARIO · PRESSED FLOWERS OF THE YEAR

After the party

The weeks after

Thank the people who made it possible, return what was borrowed, and keep what she will want to show her own daughter.

WHAT MATTERS MOST

- **Thank the padrinos first**
- **Return the rentals**
- **Keep the keepsakes**

The weeks after

- [ ] **Thank the padrinos** ✦ done _____
  First, and by hand: a note from her for each padrino family, naming what they gave.

- [ ] **Thank the guests** done _____
  A message to every family within two weeks, with a photo of her. Note gifts as you open them.

- [ ] **Return the rentals** done _____
  Suits, linens, the arch, the chairs: return them on time and collect any deposits.

- [ ] **Keep the keepsakes** done _____
  Have the dress cleaned, press a flower from her bouquet, and keep the tiara, the guest book and the last doll, if she kept it, together.

- [ ] **Gather the photos** done _____
  Ask guests for theirs, and order the album while the memory is fresh.

NOTES



The budget

What each part will cost, what the family pays and what a padrino covers.
Tick the padrino box when a family has promised it.

CATEGORY	ESTIMATE	DEPOSIT	BALANCE	PAID	PADRINO
Salón					☐
Meal and drinks					☐
Her dress and second outfit					☐
Court outfits					☐
Photos and video					☐
Music and MC					☐
Choreographer					☐
Flowers and decoration					☐
Cake and candy table					☐
Church and Mass					☐
Invitations and RSVP					☐
Hair and makeup					☐
Ceremony gifts					☐
Favors and guest book					☐
Transport					☐
Security and cleaning					☐
Tips					☐
Everything else					☐
					☐
					☐
Total					



Payment schedule

Deposits and balances in date order, and who pays each one.

VENDOR	AMOUNT	DUE	PAID ON	WHO PAYS	HOW



Vendors

	NAME	PHONE	ARRIVES	PAID
Salón				
Church				
Caterer				
Photographer				
Videographer				
DJ / band / mariachi				
MC				
Choreographer				
Dress boutique				
Seamstress				
Hair and makeup				
Florist and decoration				
Cake				
Rentals				
Limousine				
Invitations				



The padrinos

One item to each family. Cross out what your family does not keep, and add your own on the open lines.

ITEM ARTÍCULO	PADRINOS	PHONE TELÉFONO	AMOUNT MONTO	GIVEN ENTREGADO	THANKED GRACIAS
The padrinos de honor					
Godparents of honor *Padrinos de honor*				☐	☐
For the Mass and the ceremonies					
The Mass *Misa*				☐	☐
Bible and rosary *Biblia y rosario*				☐	☐
Bouquet for the Virgin *Ramo para la Virgen*				☐	☐
Cushions *Cojines*				☐	☐
Tiara *Corona o tiara*				☐	☐
Scepter *Cetro*				☐	☐
Heels *Zapatillas*				☐	☐
The last doll *Última muñeca*				☐	☐
Candles *Velas*				☐	☐

The padrinos, continued

ITEM ARTÍCULO	PADRINOS	PHONE TELÉFONO	AMOUNT MONTO	GIVEN ENTREGADO	THANKED GRACIAS
Gifts she keeps					
Medal *Medalla*				☐	☐
Ring *Anillo*				☐	☐
Earrings *Aretes*				☐	☐
Necklace or bracelet *Cadena o esclava*				☐	☐
Dress *Vestido*				☐	☐
Her bouquet *Ramo*				☐	☐
Hair and makeup *Peinado y maquillaje*				☐	☐
For the party					
Cake *Pastel*				☐	☐
Cake knife and server *Cuchillo y pala para el pastel*				☐	☐
Toasting glasses *Copas para el brindis*				☐	☐
Favors *Recuerdos*				☐	☐
Invitations *Invitaciones*				☐	☐
Guest book *Libro de firmas*				☐	☐
Music *Música*				☐	☐
Mariachi				☐	☐
Choreographer *Coreografía*				☐	☐
Photos and video *Fotografía y video*				☐	☐
Flowers and centerpieces *Flores y centros de mesa*				☐	☐
Decoration *Decoración*				☐	☐

The padrinos, continued

ITEM ARTÍCULO	PADRINOS	PHONE TELÉFONO	AMOUNT MONTO	GIVEN ENTREGADO	THANKED GRACIAS
Candy table *Mesa de dulces*				☐	☐
Drinks *Bebidas*				☐	☐
The salón *Salón*				☐	☐
The meal *Banquete*				☐	☐
Limousine *Limusina*				☐	☐
Photo album *Álbum*				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐



The court of honor

Each dama and chambelán, and the parent who drives them to rehearsals.

NAME NOMBRE	ROLE PAPEL	PARTNER PAREJA	PARENT PAPÁ O MAMÁ	PHONE TELÉFONO	SIZE TALLA	PAID PAGADO
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐

Role: dama, chambelán or chambelán de honor.



Rehearsals

The vals and the baile sorpresa: every date, and who came. Share it with every court family.

DATE FECHA	TIME HORA	PLACE LUGAR	VALS	SURPRISE SORPRESA	WHO WAS MISSING QUIÉN FALTÓ
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	



Her dress and accessories

Where each piece comes from, when it arrives, and the fittings.

	SHOP OR PADRINO	ORDERED	ARRIVES	PRICE
Dress				
Second outfit				
Crinoline				
Tiara				
Flats				
Heels				
Jewelry				
Bouquet				
Hair and makeup				

FITTINGS

DATE	WHERE	WHAT TO BRING, WHAT TO FIX



Family traveling in

Who flies or drives in: when they arrive, where they stay, and who picks them up.

FAMILY	FROM	ARRIVES	STAYING AT	PICKED UP BY



The guest list

One line per family: the seats you reserve, how many are coming, and whether they come to the Mass, the party or both.

FAMILIES	SEATS	COMING	NOT COMING	WAITING

FAMILY	PHONE	SEATS	COMING	MASS	PARTY	DIETARY	TABLE

The guest list, continued

FAMILY	PHONE	SEATS	COMING	MASS	PARTY	DIETARY	TABLE

The guest list, continued

FAMILY	PHONE	SEATS	COMING	MASS	PARTY	DIETARY	TABLE

The guest list, continued

FAMILY	PHONE	SEATS	COMING	MASS	PARTY	DIETARY	TABLE



Guest replies

Most quince invitations reach guests on WhatsApp. One link per family keeps every answer in one list.

WHAT TO ASK EACH FAMILY

- Coming or not, and how many of the family
- Which parts: the Mass, the party or both
- Children's names and ages, if you count them apart
- Food allergies or a children's plate
- A phone number for the last-minute message

THE RHYTHM OF REPLIES

Invitations
6 to 8 weeks before

A reminder
a week before the reply date

Reply date
about 3 weeks before

Calls
the day after the reply date

Final count
when the salón asks

REPLIES, WEEK BY WEEK

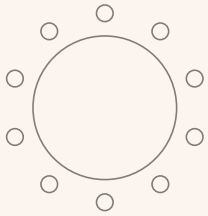
WEEK OF	REPLIED	COMING	NOT COMING	REMINDER SENT

Make her RSVP free on QuikRSVP: you write it once, guests read it in Spanish or English, and every family's answer lands in one list.

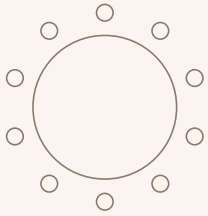
QUIKRSVP.COM

The tables

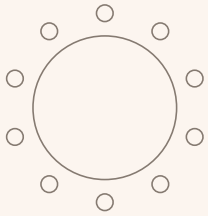
Ten seats to a table; write a name on each line. Keep the padrinos and grandparents near her table.



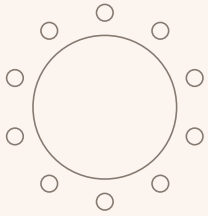
TABLE



TABLE

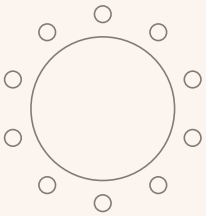


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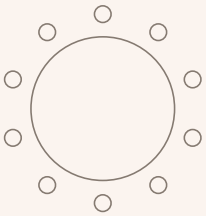


TABLE

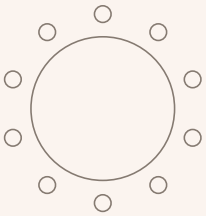
The tables, continued



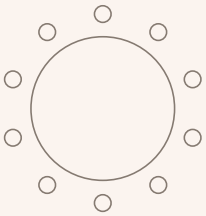
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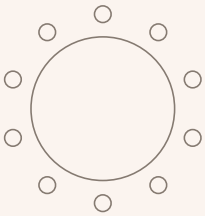


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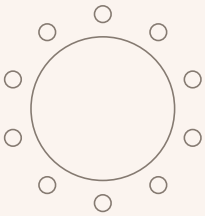


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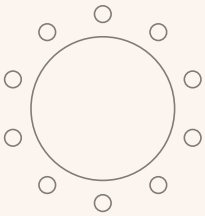
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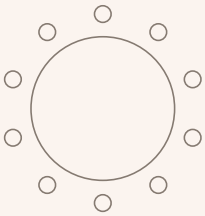
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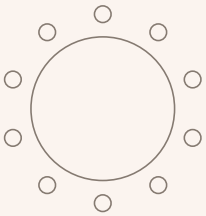


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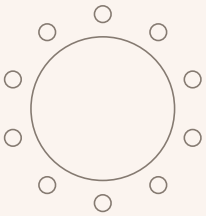


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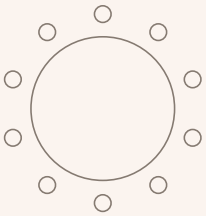
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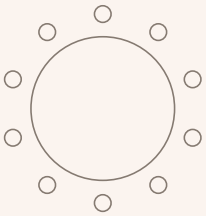
TABLE



TABLE



TABLE



TABLE



The room

Sketch the salón: the dance floor, her table, the court's table, the cake, the DJ and the doors.



The running order

A suggested order: cross out, reorder and fill in the times. Give a copy to the DJ, the MC and the photographer.

TIME HORA	MOMENT MOMENTO	WHO LEADS QUIÉN	SONG CANCIÓN
	Mass of Thanksgiving *Misa de acción de gracias*		
	Photos outside the church *Fotos afuera de la iglesia*		
	Guests arrive at the salón *Llegan los invitados al salón*		
	Grand entrance: the court, then the quinceañera *Entrada de la corte y de la quinceañera*		
	Welcome from the MC *Bienvenida del maestro de ceremonias*		
	Presentation of the padrinos *Presentación de los padrinos*		
	Dinner *Cena*		
	Coronation *Coronación*		
	Changing of the shoes *Cambio de zapatos*		
	The last doll *La última muñeca*		
	Brindis		
	Vals with her father *Vals con su papá*		
	Family vals with padrinos *Vals familiar con padrinos*		
	Vals with the court *Vals con la corte*		
	Words of thanks from her and her parents *Palabras de agradecimiento*		
	Baile sorpresa		
	Cake and Las Mañanitas *Pastel y Las Mañanitas*		
	The dance floor opens *Se abre la pista*		
	Mariachi		
	Hora loca		
	Last song *Última canción*		



The photographs

Give this to the photographer, with one relative who knows every face.

- [ ] Her, getting ready
- [ ] Her with her parents
- [ ] Her with her brothers and sisters
- [ ] Her with each set of padrinos
- [ ] Her with her grandparents
- [ ] Offering her bouquet to the Virgin
- [ ] The court, all together
- [ ] Her with her chambelán de honor
- [ ] The coronation
- [ ] The changing of the shoes
- [ ] The last doll
- [ ] The vals with her father
- [ ] The family vals
- [ ] The baile sorpresa
- [ ] The cake
- [ ] Every family at their table

OUR MUST-HAVE MOMENTS

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____



Words for the day

The brindis, the padrinos' words and her own thank-you: who speaks, when, in which language.

WHO SPEAKS	WHEN	LANGUAGE	NOTES

HER THANK-YOU, DRAFTED



On the day

Give this page to the one person who answers every question on the day.
That person is not her mother.

WHO	ROLE	PHONE	ARRIVES

THE EMERGENCY KIT

- [ ] Safety pins
- [ ] Flats
- [ ] Pain relievers
- [ ] Bobby pins and hairspray
- [ ] Tissues
- [ ] Lighter
- [ ] Sewing kit
- [ ] Band-Aids
- [ ] Stain remover
- [ ] Phone chargers
- [ ] Water and a snack
- [ ] Tape



Gifts and thank-yous

Write the gift down the day it arrives; tick the note the day it goes.

FROM	GIFT	RECEIVED	THANKED



A letter to her

From her parents, written the week of her XV, for her to read when she is older.

DATE

WITH LOVE, SIGNED



The day, in her words

Write it within the week, while it is still close.

PLATE IX · HER OWN

A flower from her bouquet

Press a flower from her bouquet between two sheets of paper under heavy books for two weeks, then fix it here.

HERBARIUM

Flower _____

From _____

Pressed on _____

Notes

Notes



QuikRSVP

Made with care, for her XV años

QUIKRSVP.COM

RSVP forms, guest lists and websites, in Spanish, English and your guests' other languages.