



QUINCEANERA RECEPTION PLANNER SHEET

Daughter's Name: _____ Escort's Name: _____

Daughter's Fathers Name _____ Daughter's Mothers Name _____

Female Escort's Name _____ Male Escort's Name _____

Flower Girl's Name _____ Boy Escort's Name _____

Event Schedule (Your DJ can coordinate the flow of your reception. The list below depicts common reception ideas. NUMBER THESE in your ORDER of PREFERENCE or delete):

_____ Play background music as guest arrive and await Birthday Girl and Escort.

_____ Announce Birthday Girl and Escort as they enter reception.

_____ Introduce Birthday Girl's Parents.

_____ Introduce Escort Party _____ YES _____ NO (Sequence written above)

If YES, you must list sequence above or make a separate list, send your list to AME prior to event.

_____ Have someone bless the food. Guest: _____

_____ Announce the opening of buffet or food line, starting with Birthday Girl and Escort, followed by Escort Party, Family and Guests.

_____ Continue playing background music while Birthday Girl and Escort (along with guests) eat and mingle.

_____ When advised, announce the cutting of the cake(s). Invite guest to join around cake table for photographs.

_____ Cake cutting and photos.

_____ Brindis/Toast. Guest: _____

_____ Birthday Girl and Escort dance their first dance. Selection: _____

- _____ Birthday Girl and Parents Dance. *Selection:* _____
- _____ Parents Dance. *Selection:* _____
- _____ Dancing for all. (*DJ will take requests*).
- _____ Money/Dollar Dance. Detail your description: _____
- _____ Biblia/Bible Presentation. Detail your description: _____
- _____ Cruz/Cross or Medalla/Medallion Presentation. Detail your description: _____
- _____ Rosario/Rosary or Libro de Oración/Prayer Book Presentation. Detail your description: _____
- _____ Ultima Muñeca/Last Doll Presentation. Detail your description: _____
- _____ Corona/Crown and Tiara Exchange. Detail your description: _____
- _____ Cetro/Scepter Presentation. Detail your description: _____
- _____ Chancla/Slippers and Zapatos/Shoe Exchange. Detail your description: _____
- _____ Aros/Earrings and Pulsera/Bracelet Presentation. Detail your description: _____

Quinceanera Padrinos/Sponsors:

- Anillo/Ring: _____
- Aros y Pulsera/Earrings & Bracelet: _____
- Ultima Muneca/Last Doll: _____
- Corona/Tiara: _____
- Zapatos/Shoes: _____
- Cojin/Pillow: _____
- Rosario/Rosary: _____
- Bibila/Bible: _____
- Vestido/Gown: _____
- Pastel/Cake: _____
- Salon/Hall: _____
- Iglesia/Church: _____
- Flores/Flowers: _____
- Limosina/Limousine: _____
- Comida/Food: _____
- Borla/Tassel: _____

Other (_____): _____

Other (_____): _____

Other (_____): _____

Music Selection

Dinner Music (Circle One):

Mariachi Yes/No Vocal Soloist Yes/No Musical Soloist Yes/No Standards Yes/No Ballads Yes/No
Jazz Yes/No Classical Yes/No Christian/Gospel Yes/No Other(s): _____

Dance Music (Please indicate the percentage of each category desired at your event):

Big Band ____% Waltz ____% Polka ____% 50's/60's Oldies ____% Motown/Soul ____% Classic Pop/Rock ____% Funk/Disco ____%
80's Pop/Rock ____% 90's Pop/Rock ____% Country (Modern/Western/Texas/Two Steps/Waltzes/Polkas/Line Dances) ____% Reggae ____%
Current Top Hits (Modern Rock/Rap-Hip Hop/R&B/Dance) ____% Ethnic (Italian/Jewish/Irish/Greek/Hindi/Asian) ____% Cajun/Zydeco ____%
Group Participation Dances (YMCA/Electric Slide/Grease/Cha Cha Slide/Cupid Shuffle) ____% Salsa ____% Merengue ____% Banda ____%
Bachata ____% Reggaeton ____% Baladas/Boleros ____% Latino Hip Hop/Rap/R&B ____% Latino Pop/Rock ____% Tejano/Cumbia/Norteño ____%
Columbian Sonidero ____% Mariachi ____% Duranguense ____% Huapango ____% Bailes De Participación (Carnavalito/Macarena/Conga) ____%

Special instructions for DJ and/or song request: _____

Do you prefer your DJ to be: Outgoing _____ Moderate _____ Easy Going _____ Reserved _____

BALANCE DUE: \$ _____ NAME OF PERSON RESPONSIBLE TO PAY BALANCE: _____

I HAVE READ AND AGREE TO ALL THE ABOVE QUINCAENERA RECEPTION PLANNER SHEET.

Client Signature _____ **Date** _____
(CONTRACTING CLIENT)

Operator Signature _____ **Date** _____
(SAMUEL "DJ SAMMY" REYES – OWNER/OPERATOR)

