

# XV / SWEET 16 CHECKLIST

Venue  
Dress  
Linens & Centerpieces  
Catering  
Cake  
Shoes  
Invitations  
Save the dates  
Keg/beer/alcohol  
Sweets table  
Candy table /chocolate fountain  
Fruit table / chamoy fountain  
DJ  
Photobooth  
Photographer  
Backdrop  
Videographer  
Throne chair  
Gifts  
Bible  
Last doll  
Ceremony shoes  
Crown  
Bracelet, Necklace, ring, or earrings  
Sponsor gifts/favors  
Guestbook  
Toast/Champagne Glasses  
Balloons

# EVENT PROCESS & GEC APPOINTMENTS

Highlighted in gold are appointments to schedule with Garcia Event Centers.

- **Book your date and Ballroom**
- Pick your color scheme & theme
- Buy your dress
- Send out Save the Dates (9m-1y before event)
- **Schedule Showroom Appointment (4m-8m before event)**
- Send invites (2m-6m before event)
- **Schedule 'Event Timeline Appointment' (2wks - 3m before event)**
- **Schedule Final Review Appointment (30-60 days before event)**
- **Event Date!**

**We have a TEXTLINE!**



Call or text 210-737-2131 to schedule any appointments.



**GARCIA**  
EVENT CENTERS

# EVENT PLANNING BROCHURE

- Vendor Recommendations
- Garcia Event Centers appointment process
- Info
- XV/Sw16 Planning Checklist
- Night of Event Timeline

**We have a TEXTLINE!**



**XV / SW16**



# RECOMMENDED VENDORS

## PHOTOGRAPHY

**Jersson Luna Photography Studio**  
210-848-8121

**Ginori Photography & Film**  
210-850-8882

**Mariana's Photography**  
210-954-2340

**DeAndre Acosta Photography**  
512-855-0495

## DRESSES & TUXES

**Galdina's Dresses**  
210-896-4458

**Bella's XV Dresses**  
210-670-5845

**Rex Formal Wear**  
210-824-2889

## CHOREOGRAPHY

**La Joya Choreography**  
210-843-2280

**Justis Choreography**  
210-616-1014

## HAIR & MAKEUP

**Beauty by Luna**  
210-717-3338

**Cristina Lopez Makeup**  
210-264-3077

These are some familiar faces we often see at our venues, however we have no affiliation & encourage you to do your research anyway & find the vendor best fit for you.

# NIGHT OF EVENT EXAMPLE TIMELINE

**4pm-5pm** - Venue opens for Client and helpers.

- Cake & Photographer arriving

**5pm - 6pm** - guests arriving.

- Take all photos

**6:30pm** - Blessing/Thank you/Prayer.

**6:30pm-7:30pm** - Dinner & Mariachis

**7:45pm** - Court Introduction

- Waltz (waltz can be after court intro or after 1st dances)

**8:00pm** Presentation of the Gifts

- First dances
- Toast to sponsors
- Sing happy birthday.

**8.45pm - 9pm** Cake cutting

- Change for surprise dance - Open dancefloor
- Surprise dance

**9pm - 9:15pm** - Money train

- Dancefloor open

**12am** - Guests depart.

**Scan Here !**



- See our website!
- Follow us on Insta, FB, or TikTok
- Pictures & Video Walk throughs! & MORE!

# RECOMMENDED VENDORS

## BALLOONS

**Popstyle Balloons**  
210-970-5970

## DESSERTS

**Pennies Candy Bar**  
210-379-0634

**Sun & Moon Treats & More**  
210-872-9393

**Sugar Cloud Cotton Candy**  
210-800-2738

## PARTY BUS

**All Access Entertainment**  
210-677-5289

## CAKES

**Exclusive Cake Shop**  
210-520-2004

**Infinity Cakes & More**  
210-323-0251

**JP Rojas Cake Design**  
210-439-4625

## MARQUEE LETTERS

**Maxi Letras**  
210-552-7793

## DJS

**Ask us about our team of amazing DJs!**

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