

Quinceañera seating checklist

Plan the tables. Prepare the welcome. Test the arrival.

A practical worksheet from Reunela. Use it with your venue layout and confirmed guest list.

1. Build the seating plan

- ☐ Confirm the venue's table capacities and accessible routes with the coordinator.
- ☐ Count every guest who needs a seat, including children, plus-ones, and court members.
- ☐ Place immediate family, grandparents, padrinos, and honored guests first.
- ☐ Decide where the court sits during dinner and how they reach entrances or dances.
- ☐ Group friends and cousins with people they know; review any sensitive family combinations privately.
- ☐ Keep guests who need easier access near suitable routes, with their preferences confirmed.
- ☐ Use matching table and room labels in the spreadsheet, venue plan, and physical signs.

Event: _____ Date: _____

Confirmed seats: _____ Tables: _____ Coordinator: _____

2. Clean the guest list

- ☐ Use one row per guest and the name that guest will recognize.
- ☐ Replace temporary plus-one labels with confirmed names where possible.
- ☐ Review duplicate names and verify each guest's table assignment.
- ☐ Check spelling, accents, spaces, and consistent room labels.
- ☐ Keep dietary, accessibility, and sensitive planner notes in the appropriate private planning records.
- ☐ Check for unassigned guests and tables above the venue's capacity.

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3. Prepare the welcome

- ☐ Choose English, Spanish, or bilingual guest instructions based on your guests.
- ☐ Check the portrait, welcome message, table labels, and language on a phone.
- ☐ Place the QR sign where arrivals can pause safely without blocking the entrance.
- ☐ Name a welcome-table helper and prepare a printed or staffed lookup backup.

Suggested bilingual sign copy:

Find your table / Busca tu mesa

Scan the QR code and search your name. / Escanea el código QR y busca tu nombre.

Need help? Ask at the welcome table. / ¿Necesitas ayuda? Pregunta en la mesa de bienvenida.

4. Test before guests arrive

- ☐ Scan the final printed QR sign with two different phones.
- ☐ Test venue Wi-Fi and mobile reception from the actual sign location.
- ☐ Search several sample names, including a duplicate surname and a name with an accent.
- ☐ Confirm each result matches the table and room signs inside the venue.
- ☐ Check the welcome helper can use the backup list when a name is missing or a phone has no connection.
- ☐ Assign one person to approve late changes and update the master guest list.
- ☐ Recheck any changed assignment in the live guest lookup.

Welcome helper: _____ Backup location: _____

Last review: _____ Changes approved by: _____

Reunela turns table assignments into a searchable guest page. Guests scan, search, and find their table in their browser.

Try the guest demo: reunela.com/e/reunela-demo

Create your event free: reunela.com/signup