

# hen party CHECKLIST

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## 4-6 MONTHS

- Ask bride questions (*activities, guest list, date, location, budget*)
- Pick a theme or activity
- Send out save the dates highlighting costs (*including unexpected costs along the way*), overview of activities, dietary requirements, dress code, location, bank account details, RSVP

## 3-4 MONTHS

- Breakdown budget
- Collect money from attendees/guests
- Book venue, destination, holiday
- Make all other necessary reservations such as transport, food etc.

## 2-3 MONTHS

- Send out formal invitations (*email platforms such as Paperless Post, Minted or Canva are great*)
- Finalize details, reservations, timelines
- Have backup plans in place in case it's an outdoor party

## 3 WEEKS

- Order games, decor items, gifts, accessories for the bride to be
- Confirm catering, travel, transportation etc.
- Prep. song playlist

## 1 WEEK

- Follow up RSVP's and send out another reminder to attendees

## DAY BEFORE

- Send out final reminder to attendees
- Prep games, favours, gifts, decor and confirm details with suppliers