

Bridal Shower

PLANNING CHECKLIST

2-3 months before

- Talk to Bride About What She Wants
- Determine Guest List & Get Contact Info
- Pick Date & Time
- Find Venue {reserve, if needed}
- Order Invitations
- Email or Call Out-of-Town Guests, to let them know date for travel
- Set a Budget
- Choose Theme or Color Scheme
- Delegate tasks & DIY projects {if doing}
- Hire Photographer {if using}

5-6 weeks before

- Mail Invitations {be sure to include gift registry & directions}
- Plan Menu & Order Food
- Decide on Decor & Shop for Items {as needed}
- Choose & Buy Favors or Gifts
- Select Floral Arrangements & Order {if using a florist}
- Pick Flowers & Decide on Centerpieces
- Order/Rent Items {like furniture, tables, chairs, linens - if using}
- Select Caterer {if using}
- Do Any DIY's {as needed}
- Select Games, Icebreakers, Music & Other Activities

1 month before

- Purchase Items for Food Serving & Decor
- Purchase paper products
- Follow Up with Anyone Making or Bringing Items
- Buy Your Gift

2 to 3 weeks before

- Organize RSVP's - Follow Up by Phone
- Delegate Responsibilities for the Day Of
- Place Flower Order {if making arrangements on own}
- Make Shopping List for Food & Drinks
- Pick Up Items {if borrowing}
- Create Song List or Prepare Music/Entertainment
- Follow Up with Guests who haven't RSVP'd
- Confirm Venue or Caterer
- Confirm Other Vendors, Orders & Reservations
- Choose Outfit

1 week before

- Prepare Decor & Items Needed for Activities
- Prepare & Charge Cameras
- Assemble & Prepare Favors
- Order Balloons {if using}
- Purchase Food
- Make Schedule for Preparing Food
- Decide Layout

1 day before

- Prepare Food {that can be made ahead}
- Pick Up Flowers, Balloons, Cake & Purchased Foods
- Prepare & Set Table/Seating Areas
- Setup Decor & Food/Drink Areas {if can be done ahead}
- Confirm Plans with Bridal Party/Hostesses
- Run Last-Minute Errands

day of

- Prepare Fresh Food
- Make Sure House or Venue is Clean
- Decorate Space
- Setup Drinks & Food
- Have on Hand: Scissors, Large Trash Bags, Tape, Notebook & Pen
- Keep List of Gift Givers
- Have fun & Enjoy!

