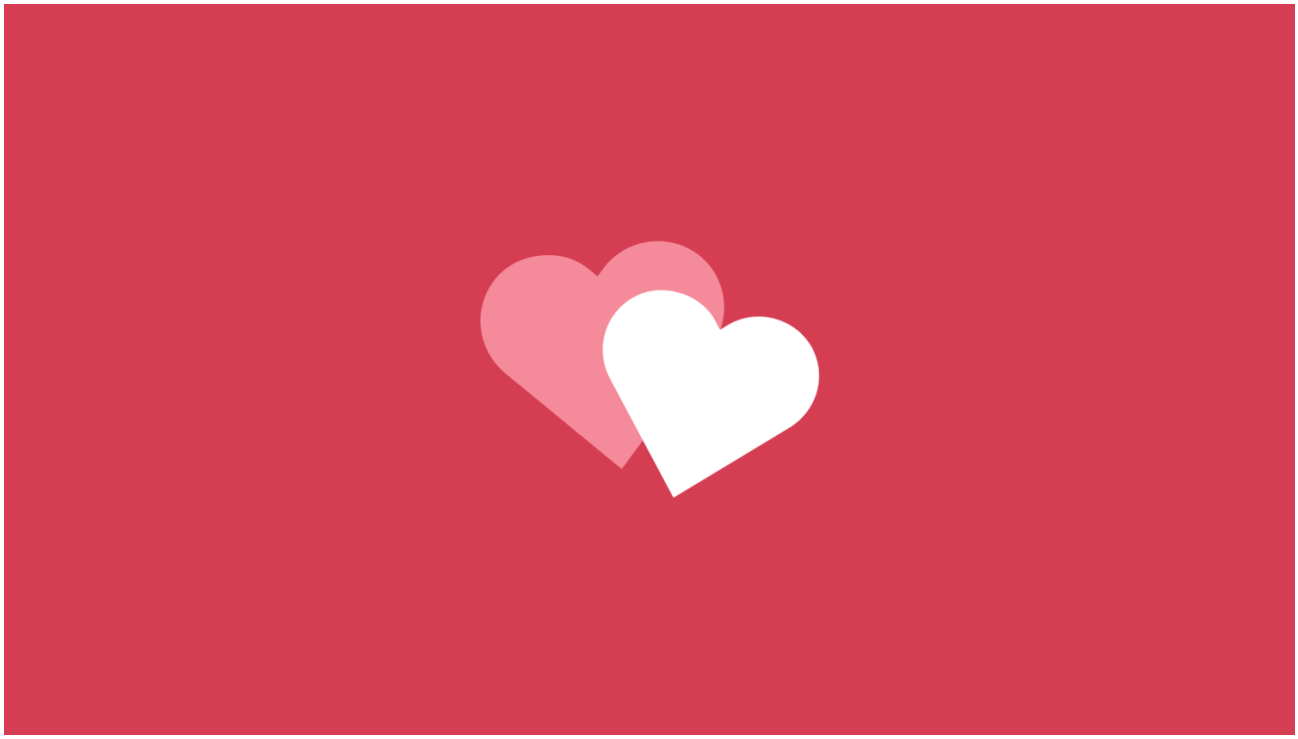
BRIDAL SHOWER CHECKLIST

A bridal shower is a fun and highly anticipated celebration for the bride-to-be, giving her a chance to take a day off from the stresses of wedding planning.



3 MONTHS BEFORE

- [ ] **Set a date** - The shower can be held anywhere from two weeks to two months before the wedding. Select a date that works best for your circumstances and, if it's not a surprise, check with the bride. The earlier the better!
- [ ] **Coordinate with the bride** - If it's not a surprise, get the bride's input on whom to include and specifics details such as the date, theme or style.
- [ ] **Create a budget** - To avoid overspending, set a budget and coordinate with the people involved to balance out costs.
- [ ] **Select and book venue** - Whether held at a home, an event space or an outdoor location, reserve a venue that best suits the bride's personality and tastes. Consider the costs in line with your budget
- [ ] **Decide on theme** - Although not necessary, a creative bridal shower theme can liven up the event. It may dictate the drinks, food and activities you choose, so don't be afraid to have some fun with it!
- [ ] **Create guest list** - Although it doesn't have to align with the wedding invite list, be sure you invite all important figures in the bride's life. Determine if you want it to be co-ed or just an all ladies affair.
- [ ] **Finalize time** - After you choose the date, pick a time to hold the shower. Take into account that a bridal shower typically lasts 2-4 hours.
- [ ] **Select invitations** - Bridal shower invitations should tie into the style or theme of the shower. Include directions, attire, registry details, how to RSVP and any other essential details.

2 MONTHS BEFORE

- [ ] **Send a save the date email** - If important guests are traveling from out of town, confirm there are no scheduling conflicts.

- [ ] **Collect addresses or emails for invites** - Whether you plan on sending an Evite or a physical invite, make a list of all addresses you will need ahead of time.
- [ ] **Create a planning committee** - If you need the extra help, get a group together and delegate tasks and roles for each person. Keep communication open to address any questions or concerns.
- [ ] **Start planning** - Make a list to finalize decisions on decorations, flowers, favors, music and menu items. Be sure it ties into the theme!
- [ ] **Place rental order** - If the venue doesn't include it already, be sure to reserve tables, chairs and linens as needed.
- [ ] **Consider hiring staff** - To serve drinks or food on the day of the event, be sure to book staff in advance if you go that route.
- [ ] **Order special items** - Call the bakery, caterer and flower shop of choice to place orders in advance.

1 MONTH BEFORE

- [ ] **Send out invitations** - Give guests about a month to save the special day on their calendar and make accommodations.
- [ ] **Share details with the groom** - If the groom will be making a guest appearance at the shower, be sure to send him all the details separately.
- [ ] **Decide on activities** - Staying within theme and budget, make a plan for interactive bridal shower themed games or activities. Incorporate music or even a photo booth if it fits!
- [ ] **Order food and drinks** - For the catering or bartending service route, place your orders at least a month out.
- [ ] **Check in on committee** - Ask the bridesmaids, friends or family members assisting on the committee to confirm their assigned items. Offer to help if they need it.
- [ ] **Decide on a take home favor**- Pick a creative gift that guests can bring home. Whether it's a succulent or wine tumbler, tie it into the theme and place the order for pick up in advance.

THE WEEK OF

- [ ] **Confirm reservations** - Make quick calls to all orders to confirm delivery times and details.
- [ ] **Purchase food or drinks** - If you're making food yourself, buy and begin preparations for any menu items that can be made in advance. Also, be sure to purchase spirits if you're making cocktails.
- [ ] **Pick up decor** - To avoid stressing on the day of the event, pick up decorations or flowers the week of.
- [ ] **Assemble take home favors** - If your take home gifts require gift wrapping or assembly, put these together in a fun way!
- [ ] **Create floor plan** - Put together a venue map to facilitate layout of equipment, tables, decorations and favors
- [ ] **Touch base with committee** - Ask whoever is available if they can come early to help set up on the day of the event.

THE DAY OF

- [ ] **Set up** - Setup tables, chairs, activities, food and drink displays.
- [ ] **Decorate** - Whether you use banners, balloons, streamers or a fun photo booth table, be sure to set up your decorations in a way that makes sense for the venue.
- [ ] **Designate gift opening area** - Have a specific area that guests can gather around the bride as she opens. Assign someone

to keep a list of who gifts the bride what for thank you notes later.

- [ ] **Have fun!** - The most important part of the process is to enjoy it. Remember why a bridal shower is so special in the first place–to celebrate the beautiful couple!

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