

Bridal Shower COUNTDOWN



Invitations sent: _____
RSVP by: _____
Shower date: _____

Vendor contact information: _____

3 MONTHS BEFORE

- Decide who will be planning and hosting the shower
- Set the date and time
- Set a budget
- Choose a theme
- Decide on a venue; if you will use a restaurant or catering hall, book it now
- If you will be hiring a photographer or any entertainment, book them now
- Consult the honoree and make a guest list
Tip: Be mindful of the venue size, as 70-80% of guests will attend.
- Order or design paper invitations

6 WEEKS BEFORE

- Plan your menu and party décor
- Plan your favors and order any necessary items
- Order any necessary games or activities
- If you will be renting table, chairs or linens, reserve them now
- Go shopping
Buy decorations, tableware, favors, games / activities
- Order the cake / catering

3-4 WEEKS BEFORE

- Form guest list and mail out invitations;
Tip: Be mindful of the venue size, as 70-80% of guests will attend
- Make a schedule of activities

1-2 WEEKS BEFORE

- Follow up on RSVP stragglers
- Put together favors / goody bags
- If you will have prizes for your games, wrap them up
- Assign a photographer
Assign a friend or family member to be dedicated to picture-taking
- Assign a person to record gifts
Having someone with a notebook & pen to record gifts helps greatly with thank-you notes
- Assign a person / form a plan help the honoree get gifts home
- Help with thank-you notes
Print out a guest list for the guest of honor, or buy blank envelopes to distribute at the shower and have guests pre-address them

1-2 DAYS BEFORE

- Shop and cook (if needed), or connect with the caterers to confirm plans
- Do a quick clean-up
- Set up party space
Assign a table for gifts, a seat for the guest of honor, food and beverage tables, etc.

PARTY DAY

- Pick up cake / catering
- Pick up balloons
- Review the schedule with other party planners just before party begins
- Assign a person to help the honoree (e.g. pick them up if necessary)
- Assign a person to receive gifts and provide direction to guests upon arrival
- Have FUN, and enjoy yourself!