

BACHELORETTE PARTY CHECKLIST

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1-2 MONTHS BEFORE:

- ☐ **Set the Date:** Coordinate with the bride-to-be and other important guests to choose a suitable date.
- ☐ **Create the Guest List:** Consult with the bride to finalize the list of attendees.
- ☐ **Choose a Theme:** Decide on a theme for the party, if desired.
- ☐ **Select a Venue:** Book a venue that aligns with the theme and accommodates the number of guests.
- ☐ **Plan the Budget:** Determine the budget for the party and allocate funds for various expenses.
- ☐ **Send Invitations:** Send out save-the-date or invitations to guests.
- ☐ **Accommodation:** If the party involves traveling, book accommodations for out-of-town guests.

4-6 WEEKS BEFORE:

- ☐ **Plan Activities:** Decide on the activities and entertainment for the party, such as games, workshops, or outings.
- ☐ **Arrange Transportation:** If needed, organize transportation for the group.
- ☐ **Order Decorations:** Purchase or order decorations that match the theme.
- ☐ **Plan Meals:** Organize catering, restaurant reservations, or a cooking plan for meals and snacks.
- ☐ **Party Favors:** Choose and order party favors or goodie bags for the guests.

2-3 WEEKS BEFORE:

- ☐ **Confirm RSVPs:** Follow up with guests who haven't responded to the invitations.
- ☐ **Finalize Itinerary:** Create a detailed itinerary for the party, including timing and locations of activities.
- ☐ **Coordinate Outfits:** Discuss dress code or matching outfits with the guests, if applicable.
- ☐ **Purchase Gifts:** Shop for gifts for the bride and any planned games or activities.
- ☐ **Communication:** Send out a reminder with the itinerary, any special instructions, and contact details.

1 WEEK BEFORE:

- ☐ **Confirm Reservations:** Double-check and confirm all venue, activity, and transportation reservations.
- ☐ **Pack Essentials:** Prepare any items you'll need for the party, including decorations, games, and supplies.
- ☐ **Contact List:** Compile a list of important contacts, including vendors and emergency contacts.
- ☐ **Gift Wrapping:** Wrap gifts for the bride and any planned games or activities.

2-3 DAYS BEFORE:

- ☐ **Final Details:** Confirm the final details with the venue, caterer, and other vendors.
- ☐ **Check Supplies:** Make sure you have all the necessary supplies for the party.
- ☐ **Charge Electronics:** Charge cameras, phones, and any electronic devices you'll need during the party.

DAY OF THE PARTY:

- ☐ **Decorate:** Set up decorations and prepare the venue according to the theme.
- ☐ **Welcome Guests:** Greet and welcome guests as they arrive.
- ☐ **Capture Memories:** Designate someone to take photos and videos throughout the party.
- ☐ **Execute the Plan:** Follow the itinerary and make sure all planned activities run smoothly.

AFTER THE PARTY:

- ☐ **Thank You Notes:** Send thank-you notes to the guests for attending and any gifts received.
- ☐ **Clean Up:** Ensure the venue is cleaned up and all decorations are taken down.
- ☐ **Reflect and Share:** Share photos and memories from the party with the bride and the guests.