

## INITIAL PREP

- Pick a date, time, and location a few months before the wedding. If possible check with the bride's most important guests (such as moms, grandmas, and bridesmaids) to ensure the date and time work for them.
- Decide on a budget that works for you. Showers can cost anywhere from several hundred dollars to thousands! Many people see elaborate inspiration and have no idea what renting tables/chairs, complex floral arrangements, and catered food can cost. If you don't plan on throwing a miniature wedding, find ways to DIY or ask for help so you can get the look for less. Food can make up the bulk of the expense - consider hosting at a time like early afternoon where you can get away with serving light snacks rather than a full meal!
- Land on a theme - one that matches the bride's interests and taste! The more unique, the better.
- Work on invitations! Make sure you get registry info and the guest list from the bride. You can purchase ready to go invites or design something custom.

## SEVERAL WEEKS OUT

- Send out the invites four to six weeks before the party. Ask for RSVPs that give you enough time to plan food accordingly.
- Gather decor and decide on any flowers or fresh arrangements. Whole fruit makes great and inexpensive decor when tucked in with greenery! Balloons, signage, table centerpieces, photo booth and props, linens, and game prizes are all elements to consider that should be "on theme".
- Plan what and how many games you'll play (3 max!)
- If needed, order rentals (tables, chairs, linens, etc).
- Decide on a menu and whether you will prepare/serve the food or have the event catered. Don't forget the drinks, and especially water! A crowd favorite is always a DIY wine spritzer station.
- Delegate - can you give any tasks to bridesmaids or the bride's family members?

## WEEK OF

- Follow up with anyone who hasn't yet RSVPed.
- Purchase food a few days in advance and create a schedule for food prep. You will need help if you're cooking!
- Check in and confirm any reservations, orders, or delivery times.
- Pick up any party favors and prepare the games (print outs, gather enough pens, etc).

## ONE DAY BEFORE

- Make sure your helpers are set to bring what they were assigned, and are coming early to help set up.
- Prep any menu items that can be made early, and do as much of the setup as you can to save yourself time.
- If the event is at a home, set up decorations, tables, and serving areas.
- Steam any linens and fold napkins.
- Make sure any home venue is clean (vacuum, bathrooms, etc).
- \* If you're making your own floral arrangements, you can do these now and store in the fridge to ensure they last!

## DAY OF

- Decorate the space and make sure to create an area for gifts and for gift opening. Put out scissors, trash bags and paper/pens to write down who gave the bride what.
- Set out drinks and food (and any flowers) just before guests start to arrive.
- Greet the guests and offer them refreshments, or get them going on a game to start the party!
- Attend to any needs of the bride.
- Be present and enjoy each moment celebrating your dear friend!

## NOTES