

♥ Bridal Shower Checklist ♥

Date & Time

Decide on the date and time of the shower

- ☐ Date of Shower
 - ☐ Guests' arrival time
 - ☐ Bride's arrival time
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Assistance

Determine who is on your help list

- ☐ Delegate tasks
 - ☐ Appoint someone in charge of RSVP's
 - ☐ Get a DIY team
 - ☐ Complete all DIY 2 weeks before the shower
 - ☐ Decide on games, music, activities, etc. with the team
 - ☐ Delegate responsibilities on the day of the shower
 - ☐ Put someone in charge of music (create a playlist)
 - ☐ Organize entertainment if necessary
 - ☐ Appoint someone in charge of tidying up during shower (or hire someone)
 - ☐ Form a decorating team
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Budget

Discuss the budget with whoever is paying

- ☐ Set up budget
 - ☐ Do thorough Breakdown of Budget
 - ☐ Stick to the budget!
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Theme & Color Scheme

Decide on the design and style of the shower

- ☐ Decide on a theme
 - ☐ Decide on a color scheme
 - ☐ Stick to the budget!
 - ☐ Decide on the decor
 - ☐ Go shop for decor items if needed
 - ☐ Decide if flowers will be used (hire a florist if needed.)
 - ☐ Decide on flowers and centerpieces
 - ☐ Order flowers
 - ☐ Order rentals if needed (furniture, draping, etc.)
 - ☐ Order balloons
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Venue

Decide on the venue of the shower

- ☐ Decide Where the Shower will be held
 - ☐ Reserve Venue (if needed)
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Invitations

Manage the invitations & RSVP's

- ☐ Compile guest list and get their info
 - ☐ Design/order invitations and RSVP cards
 - ☐ Send out invitations - include a map and the gift registry!
 - ☐ Let distant guests know telephonically
 - ☐ Keep thorough record of RSVP's and amount of guests attending
 - ☐ Have an option for dietary requirements on invitations
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Catering

Decide on food and drinks of the shower

- ☐ See budget and determine overall cost
 - ☐ Plan menu
 - ☐ Make shopping list of food and drinks if not using a caterer
 - ☐ Order food/organize with the venue
 - ☐ Purchase crockery and cutlery if needed
 - ☐ Check in with people who offered to make food, if necessary
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Transport

Decide how everyone is getting to the shower

- ☐ Set up budget
 - ☐ Do thorough Breakdown of Budget
 - ☐ Stick to the budget!
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Gifts

Manage the gift registry and guests giving gifts

- ☐ Set up budget
 - ☐ Do thorough Breakdown of Budget
 - ☐ Stick to the budget!
 - ☐ Put someone in charge of gifts
 - ☐ Decide if favors will be given and go buy them
 - ☐ Buy the gift that you want to give to the bride :)
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Photography + Videography

Organize snaps and vids to make the day memorable

- ☐ Hire a photographer if needed
- ☐ Hire a videographer if needed
- ☐ Compile a list of mandatory shots and videos
- ☐ Charge cameras if using own
- ☐ Put someone in charge of photos and videos?