

BRIDAL SHOWER CHECKLIST



2-3 Months Before Shower

- Set bridal shower date. Decide on day, time, and length of the party. It is a good idea to check with the bride, attendants, parents, and any out of town family members to ensure that you choose the most convenient date possible.
- Send out “Save the Date” notices or emails if desired.
- Decide on a location. Make reservations or book a venue if necessary. Depending on the time of year, locations may be more difficult to reserve, so it is advisable to book as far in advance as possible.
- Create a guest list. Check with the bride and parents to make sure that your guest list is complete. Make sure you have the phone numbers, email, and mailing address for each invitee.
- Decide on a theme or type of shower. Will you be hosting a personal, kitchen, or linen shower? Will your party have a theme that will be carried through in the invitations, decorations, and prizes?
- Plan the menu. Will you be serving a full dinner, light lunch, or finger foods? Will you be preparing the food yourself, hiring a caterer, or making reservations at a restaurant? What foods will be included in the menu? Who is responsible for making/ordering each item?
- Set a budget. It is important to do this at the beginning of the planning process so you know how much money is designated to each area (food, decorations, prizes etc.) and can begin purchasing items.
- Purchase or make invitations. Remember to include RSVP date and contact information, location, theme (if applicable), registry information, and maps or directions.
- Make a list of party supplies needed.
- Make a list of tasks and assign jobs to co-hostesses.
- Order any special items or rentals.
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3-4 Weeks Before Shower

- Address and send out invitations.
- Order the cake.
- Order the Flowers (if applicable).
- Purchase favors and prizes.
- Finalize the menu. Confirm with the caterer, restaurant, or individuals bringing food regarding specific items being served/prepared.
- Make a shopping list for food and drinks. You may want to purchase difficult to find items at this point so you know that you have what you need.
- Purchase decorations, paper goods, and other party items such as centerpieces, balloons, streamers, plates, napkins, and utensils.
- Decide on games and activities. Make a list of supplies and prizes needed and purchase these items about 2-4 weeks before the shower.
- Order rentals (if you have not already done so). Remember to include such things as tables, chairs, or linens.
- Buy your shower gift for the bride-to-be.
- Buy a guest book and/or notebook for recording gifts.
- Create a party plan. Decide on the order of events, create an approximate timeline, and determine who will be responsible for specific tasks such as greeting guests at the door, serving drinks, keeping a list of gifts received, etc.
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1 Week Before Shower

- Finalize guest count. Confirm RSVPs, call any guests who have not responded, inform caterer or those preparing food of the final numbers.
- Confirm any food and rental orders as well as delivery date and/or pick-up time.
- Confirm reservations or caterer.
- Make sure your camera is working and ready.
- Wrap your gift for the bride-to-be.
- Buy any grocery items that can be purchased ahead of time.
- Organize activity materials and print any printables such as games, game directions, name tags, labels etc.
- Wrap prizes and prepare favors.
- Choose the bridal shower music.
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1 Day Before Shower

- Decorate. Remember to create a seat of honor for the bride-to-be.
- Pick up the cake or add the finishing touches if you made it yourself.
- Set up tables and chairs.
- Prepare any menu items that can be done ahead of time.
- Confirm with any co-hostesses or others assisting with the shower to make sure their jobs are completed.
- Make sure that you have all materials for the games gathered and organized.
- Clean your house (if applicable).
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Bridal Shower Day

- Pick up any food orders or fresh items.
- Set up the games.
- Set up the food and drink table. Set out plates, cups, condiments, food trays, napkins, and any other items that do not need refrigeration.
- Set out guest book.
- Make sure there is a garbage bag near the gift table so wrapping paper can be quickly and easily gathered.
- Make sure there is a garbage bag or pail that is easily accessible for guests to dispose of any paper products.
- Make sure the person responsible for keeping a list of gifts has a notebook and pen.
- Set out favors.
- Set our your camera.
- Review party plan and timeline with co-hostesses and review jobs so everyone knows their tasks and responsibilities.
- Have fun!**