

BRIDAL OR WEDDING *Shower Checklist*

8-12 Weeks Before the Shower

● Consult with the Bride

- Discuss preferences for the date, theme, & guest list.
- Decide on the type of shower (traditional, co-ed, virtual, etc.).

● Set the Date

- Choose a date that works for the bride & key guests.
- Confirm with important attendees.

● Determine the Budget

- Set a budget & determine who will contribute.
- Allocate funds for venue, food, decorations, & other expenses.

● Select a Theme

- Choose a theme that reflects the bride's interests or wedding style.
- Plan decorations, invitations, & activities around the theme.

6-8 Weeks Before the Shower

● Create the Guest List

- Get a list of guests from the bride.
- Include close friends, family members, & bridesmaids.

● Choose a Venue

- Decide if the shower will be held at someone's home, a rented venue, or a restaurant.
- Book the venue, if necessary.

● Send Invitations

- Design & order invitations. (Use SignUp for simple invites with automated reminders!)
- Send out invitations via mail or email.

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4-6 Weeks Before the Shower

- **Plan the Menu**
 - Decide on the type of food.
 - Consider dietary restrictions & preferences.
 - Order catering, or plan homemade dishes & enlist helpers for preparing them via SignUp.
- **Organize Activities and Games**
 - Choose fun & engaging bridal shower games.
 - Prepare materials needed for games (e.g., prizes, scorecards).
- **Order Decorations**
 - Purchase or DIY decorations that fit the theme.
 - Plan table settings, centerpieces, & other decor elements.
- **Arrange for Favors**
 - Choose & order bridal shower favors for guests.
 - Consider personalized or DIY favor options.

2-4 Weeks Before the Shower

- **Touch Base with Vendors & Party Helpers**
 - Confirm orders with caterers, bakers, & other vendors (or let SignUp do the reminding for you.)
 - Arrange for delivery or pickup of food, cake, & other items.
- **Prepare a Timeline**
 - Create a schedule for the day of the shower.
 - Plan the order of events (e.g., welcome, games, gifts, food).
- **Plan the Gift Area**
 - Plan set up of a designated area for placing gifts.
 - Get a gift log for tracking who gave what.

1 Week Before the Shower

- **Confirm RSVPs**
 - Follow up with guests who haven't responded.
 - Finalize the guest count.
- **Finalize Details**
 - Confirm all details with vendors & co-hosts.
 - Prepare any last-minute decorations or favors.
- **Prepare an Emergency Kit**
 - Include items like antiseptic wipes, a cold compress, & bandages.

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Day Before the Shower

- **Decorate the Venue**
 - Set up decorations & arrange furniture as needed.
 - Prepare the table settings & any themed decor.
- **Prepare Food and Drinks**
 - Make any dishes that can be prepared in advance.
 - Ensure drinks are chilled & ready to serve.

Day of the Shower

- **Final Touches**
 - Set up the food & drink stations.
 - Arrange flowers & any last-minute decorations.
- **Welcome Guests**
 - Greet guests as they arrive.
 - Ensure everyone knows where to place gifts & find refreshments.
- **Facilitate Activities**
 - Initiate games & activities according to the timeline.
 - Encourage guests to participate & have fun.
- **Manage Gift Opening**
 - Help the bride keep track of gifts & who they are from.
 - Ensure someone takes notes for thank-you cards.
- **Thank Guests**
 - Thank everyone for coming as they leave.
 - Hand out favors as a token of appreciation.

After the Shower

- **Clean Up**
 - Tidy up the venue.
 - Return any rented items.
- **Follow Up**
 - Send a thank-you note to guests who attended.
 - Assist the bride with thank-you cards if needed.

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Bridal or Wedding Shower Checklist

Theme:

Date:

Venue:

Budget:

of Attendees:

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Bridal or Wedding Shower Checklist

4-6 Weeks Before Shower

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- Decide on the type of food.
- Consider dietary restrictions and preferences.
- Order catering, or plan homemade dishes and recruit helpers to pitch in via SignUp.

☐ Organize Activities and Games

- Choose fun and engaging bridal shower games.
- Prepare materials needed for games (e.g., prizes, scorecards).

☐ Order Decorations

- Purchase or DIY decorations that fit the theme.
- Plan table settings, centerpieces, and other decor elements.

☐ Arrange for Favors

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