

HEN PARTY CHECKLIST

By Jesmundo

	To Do	Deadline	Done
Preparation	Speak To The Bride		
	Arrange Dates		
	Get A Rough Idea Of Budget		
	What Kind Of Hen Night Does The Bride Want		
	Any Special Requirements?		
Research & Organisation	Get An Idea Of The Costing		
	Get An Idea Of What Activities Are Available		
	Decide Where You'd Like To Go		
Contacting Guests	Send Out Invites / Contact Those Going		
	Let Them Know The Cost		
	Include An Overview Of The Events		
	Ask If There Are Any Problems		
	Get A Deposit From Those Going		
Booking	Book Everything Which Needs To Be Done This		
	Can Includes Transport, Venue & Accommodation If Required.		
	Collect Money / Bank Details From Guests		
Pre Hen Party Check	Order Any Props & Equipment You Need		
	Order & Perpare Decorations		
	Organise Any Food & Drinks		
	Organise Any Clothing, Including Hen T Shirts!		
Hen Party Time	Make Sure Everyone Knows The Time & Place To Meet Up		
	If You've Booked A Venue, Make Sure It's Set Up And Ready, So Arrive Early		
	Take Plenty Of Photos And Have Fun!		

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