

PARTIES/CELEBRATIONS

COUPLES WEDDING SHOWER CHECKLIST

- Pick a Date and Time
- Pick a Location
- Decide on a Theme (i.e. Wine Shower, House Shower, Patio/Garden Shower)
- Develop a guest list
- Obtain mail addresses or email addresses for each invitee
- Design or Purchase Invitations
- Determine if there is a need to rent additional tables and chairs; Call rental store
- Determine if there is a need to rent table linens, punch bowls, coffee service; call rental store
- Consider taking pet dog(s) to a neighbor's house for the hours of the party
- If planning an outdoor party, create a rain contingency plan
- _____

Three - four weeks prior

- Ask betrothed couple for a list of gift items or stores where they are registered – make this list available to invitees
- Mail Invitations; ask for RSVP
- Plan the menu
- Plan beverages (both alcoholic and non-alcoholic)
- Test any recipes that have not been tried before
- _____

Two weeks prior

- Plan 3 easy games
- Purchase prizes for game winners (and purchase an extra prize in case of tie)
- Assemble recipes/shopping list needed for food and drink
- Identify need for coolers, ice buckets or other drink containers
- Identify what cups, glasses and wine glasses will be needed
- Determine silverware needs; purchase plastic or clean silverware

- Decide on decorations, balloons, fresh flowers, centerpieces and order if needed
- Arrange delivery for flowers and balloons
- Purchase party store decorations

One week prior

- Gather serving dishes, trays and heating trays; clean if needed
- Gather table linens or purchase throw-away items
- Purchase food and drink
- Purchase alcoholic beverages
- Clean house
- Set up supplies for games and wrap prizes
- Set aside a pad of paper and pen to record presents and names for betrothed couple on party day

Day of party

- Check bathrooms, provide hand towels and add a basket with extra toilet paper rolls
- Prepare food
- Purchase bagged ice for beverages
- Layout all serving dishes and utensils
- Set up additional tables and chairs if needed
- Set up plates, silverware, glasses for guests
- Pickup balloons, flowers if not delivered
- Dress tables with linens and centerpiece
- Add additional house decorations if needed
- Set up coffee service with cups
- Take a shower, dress and have a glass of wine
