

Hen Do Planning Checklist

4-6 Months Out Figuring Out The Basics

- ☐ Consult the bride
- ☐ Make a guest list (and a group chat)
- ☐ Agree on the hen party budget
- ☐ Pick a date and send save the dates
- ☐ Get researching into themes and locations (especially if abroad)

3 Months Out Planning & Booking

- ☐ Decide on the hen party type and theme
- ☐ Draft a hen-do agenda
- ☐ Book the venue and/or accommodation
- ☐ Book group activities and reserve any restaurants/bars (don't forget dietary requirements)
- ☐ Arrange for catering and other services
- ☐ Keep an eye on the price (make sure you cover the cost of the bride and leave contingency for any cancellations - any money left over can go on bubbly)



2 Months Out Polish The Plan

- ☐ Check in with the guests and send the itinerary
- ☐ Confirm all the bookings (especially if some hens have to book transport themselves)
- ☐ Take care of the booze
- ☐ Organise the hen party decor using our hen party theme ideas
- ☐ Request anything you need for a hen book for the bride
- ☐ Collect a deposit from all of the hens if you haven't done so already

1 Month Out Get Crafty

- ☐ Pick up the decor and sort out goody bags for the hens
- ☐ Craft any DIY items - the hen book, flower crowns, sunglasses etc

2 Weeks To Go It's The Final Countdown

- ☐ Download our hen party playlist
- ☐ Collect the final balance of the money
- ☐ Find some fun games to play in case you need to fill any gaps in time
- ☐ Send out a reminder if the hens need to wear something in particular and any packing essentials if the hen is abroad

1 Week To Go Get Ready To (Hen) Party!

- ☐ Pack the essentials
- ☐ Don't forget to tell the bride where she needs to be and what she needs to bring
- ☐ Reiterate meeting points, when you'll be eating etc
- ☐ Have some pamper time on your own or with the hens

The Day Of... It's Ladies Night!

- ☐ Have a good time (and make sure others do, too)
- ☐ Set up the games, activities, food and decor
- ☐ Ensure your bride is relaxed and happy

Notes

Cheers!