



Organising a hen do, hen weekend, hen night or hen party in the UK? Our useful tools, supplier search facility, ideas and inspiration will give you all in the answers in one handy place.

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# Hen Party To Do List

Here at Organise A Hen we love a good To Do List and for us a To Do List is an essential part of organising a hen party. Obviously every hen party is different and not all items on the list will be relevant to the hen party you are organising, but it should get you thinking about what you need to do and when. There is plenty of space to add in any extra things to do.

Fill in your own deadlines and ensure to mark them when they are done! Good Luck!

	TO DO	By When?	Done?
Preparation	<b>From the Bride-to-Be:</b>		
	Confirm date(s) with the Bride-to-Be.		
	Get guest list from the Bride-to-Be (ideally email addresses and telephone numbers).		
	Find out any requests / no no's from the Bride-to-Be. One night or two? Night out or night in?		
	Rough budget from the Bride-to-Be? Different guests will have different budgets. Ensure the budget doesn't alienate anyone.		
Research	Discuss ideas for the hen party with the Bride-to-Be's friends / family.		
	Decide on <a href="#">Hen Theme</a> .		
	Select town / venue (if not specified by the Bride-to-Be).		
	Select activities (if not specified by the Bride-to-Be).		
	Select <a href="#">Hen Games</a> and any entertainment.		

Organising Guests	TO DO	By When?	Done?
	Send out a save the date (ideally with a rough budget and rough idea about what the hen party will entail).		
	Confirm numbers.		
	<b>Send invitations to guests including:</b>		
	<i>Costs for guests. What's included? What's not? Will the Bride-to-Be's costs be covered?</i>		
	<i>Bank details and schedule for payments. Give the guests plenty of time to pay and an instalment option.</i>		
	<i>Request a non-refundable deposit. This minimises drop outs and increasing costs for guests</i>		
	<i>Are there any special requirements (e.g. vegetarian) from the guests?</i>		
	<i>Include a brief overview of the hen party. Give as much or as little information as you wish but ensure the guests know roughly what they are paying for!</i>		

Booking	Book accommodation.		
	Book activities.		
	Book transport. Train and coach companies often have early booking or group discounts.		
	Check when payments are required for each of the above and set reminders in your diary for payments.		

	TO DO	By When?	Done?
Pre-Hen Party (3 -4 week before)	Order decorations, fancy dress and party accessories e.g. L-Plates. Visit our <a href="#">Hen Kit</a> page to purchase carefully selected items		
	Devise shopping lists for food / drink. Ordering online can save any supermarket stress!		
	Prepare decorations, e.g. photos of the Bride-to-Be.		
	Ensure other organisers know what they are doing and when.		
	Print any maps you might need (don't rely on smartphones if you are deep in countryside!).		
	Playlist? Include the Bride-to-Be's favourite tunes and any music that fits with the theme.		
	<b>Provide itinerary to guests which includes:</b>		
	<i>What guests should bring e.g. games, clothes etc.</i>		
	<i>Dress code? Fancy dress? Provide links or examples of the fancy dress if your theme is unique!</i>		
	<i>Where the guests should be and when? Include as much or as little detail as you want, but make sure the guests know what to bring!</i>		
Pre-Hen Party (1 week before)	Check weather forecast - do you need a plan B if the weather is bad? Should the guests bring a raincoat?!		
	<b>Final email to guests including:</b>		
	<i>Any information you have forgotten! Try not to inundate guests with emails - save any additional information for this final email.</i>		
	<i>Contact details for you and other bridesmaids / organisers (in case of issues on the day).</i>		
	<i>Confirm where the guests should be and when</i>		
	<b>Invitation to the Bride-to-Be (assuming she is still in the dark!) including:</b>		
	<i>What to bring?</i>		
	<i>Dress code (you might need to give more warning if clothes are not already in her wardrobe!).</i>		
	<i>Where she needs to be and when</i>		

	<b>TO DO</b>	<b>By When?</b>	<b>Done?</b>
Hen Party	If the activity is weather dependent, confirm go-ahead in the morning if any doubt.		
	Arrive early to ensure you are there to welcome guests / book into accommodation etc.		
	<b>Most of all, ENJOY!</b>		

Post Hen Party	Send out a thank you email to all the guests:		
	<i>Encouraging the sharing of photos, e.g. through facebook or another photo sharing website.</i>		
	<i>Thanking guests for their participation.</i>		
	Create a keepsake for the Bride-to-Be of the hen party, e.g. a photobook or album.		
	<b>And, relax!</b>		