



Petal & Paper

YOUR FREE PRINTABLE

Hen party planning checklist



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H E N P A R T Y P L A N N I N G

planning checklist

6–8 weeks before

- Date and venue agreed with bride: ☐
- Guest list confirmed from bride: ☐
- Invitations sent: ☐
- Budget agreed per head: ☐
- Activities / experiences booked: ☐
- Accommodation booked (if away): ☐

Day before

- Goodie bags prepared: ☐
- Cash for tips and extras: ☐
- Playlist downloaded: ☐
- Emergency kit packed: ☐ (stain remover, plasters, safety pins)
- Group WhatsApp updated with meet time: ☐

2–4 weeks before

- All RSVPs in: ____ Final numbers: ____
- Payments collected: ☐ Amount: £____
- Itinerary planned and printed: ☐
- Games and prizes bought: ☐
- Sashes, accessories ordered: ☐
- Restaurant / venue reservation confirmed: ☐

On the day

- Collect the bride: ____am/pm
- First activity: ____ Location: _____
- Dinner: ____pm Name: _____
- Payment settled in advance: ☐
- Photos taken: ☐ Memory book signed: ☐