



THE ESSENTIAL

Hen Party Checklist Reminder

Whether you are planning your own hen party or the responsibility has been bestowed upon you as chief bridesmaid, organising a hen party can be stressful. To help we have put together this useful checklist.....

12-24 MONTHS BEFORE

- If you are the lucky lady who has been given the responsibility of planning the hen party on behalf of the bride, it's best to start planning early and give yourself plenty of time.
- Ask the bride to describe her perfect hen party, what would she like to do and where would she like to go.
- If you are planning the hen party as a surprise for the bride, tactically get her to describe what she would hate, so you can totally avoid this.
- Consider a date that suits the bride to be, it's best if this date suits her immediate friends and family who would be coming on the hen do too. That way you set off on a good foot and keep everyone happy.
- Consider a budget that the bride and her invitees would find realistic. Here at UKGirlThing HQ we can help you with this by putting packages together that suit your budget or by offering you one of our hen party special offers, that means you get cherries on top for free!
- Create a possible guest list, we always recommend that you come up with a maximum number. This way no one is left disappointed if they want to add on to the group at a later date.

- Search for the best possible locations, activities, package prices and hen party special offers. On our website you can search by location or search by activity and if you're setting off with no idea what to look at, just ask any one of our expert Party Planners who are always on hand to assist.
- Set up a group email for the ladies who have confirmed they would like to come. That way you can send over information such as pricing or location ideas straight to the entire group and gain their opinions or let them know what's been decided. UKGirlThing Party Planners will be able to send you over specially made party proposals.

• **Select your favourite from the options you have looked at and book it. You can do this at UKGirlThing with a low £50 deposit.**

“Try and come to a mutual decision and book as soon as you possibly can. You might ask yourselves why do we have to book so early. Our advice is always to book as soon as you find a package you are happy with, that way you are able to book the best price as nearer your party date, prices can go up. Also you secure the availability and timeslots on activities that are the most popular. Lets take the 6pm slot for a cocktail making class for example, in some cities this is fully booked in all venues as much as 10-12 months in advance. So this means you can secure those hot spot venues. It also gives you plenty of time to start paying in instalments should you want to. Paying £10 a month wont be missed by most and more people would go if this could happen. Versus telling your ladies you need the full amount this month as we are going next month!”

Andrea, Senior Party Planner

2 MONTHS BEFORE

- Begin to get the money together. If you have booked with UKGirlThing we can help with our online payment tracker system that will be exclusive to your group and the package you have booked. The ladies in your group will be able to securely log on and pay in either small instalments or pay their entire personal balance in one go at their own leisure. To help even further, every payment made is logged on your tracker for you to check, especially when it's close to your payment deadline date so you know who to send a quick text reminder too. Hence being really simple and no stress on behalf of the organiser placing a large amount on their credit card or co-ordinating all payments herself.

- If you are planning on having fancy dress, especially on that big night out you may need to check with the restaurants and bars you plan to go to. UKGirlThing Party Organisers can help you with this if you let them know what crazy outfits you plan to wear. They will be more than happy to check with your chosen venues on their policies!

- A small gesture that goes a really long way is a hen party gift bag for each of the ladies in your group. Think hangover cures, soothers for those party feet, sashes, a shot glass, a personalised invite, anything goes!

1 MONTH BEFORE

- Re-confirm all of the details of what you have booked and make sure you have written confirmation. Here at UKGirlThing we create a personal party itinerary and send it to you before your event. It details every address and what you need to know for your event to run smoothly

- Make a list of the music or games you would like to play on the way there to keep you all entertained. Why not ask everyone attending to give you a story about the bride to be so you can put together a memento book to present on the day.

1 - 2 DAYS BEFORE

- Start packing, it's never too early but it's often too late!

- Debrief the bride if she hasn't been the one to arrange the amazing event! You could reveal it all to her in a set of clues or if you book through us you will be able to present her with her personal itinerary detailing everything she has to look forward to on her hen party weekend!

- Charge that camera! Get the best shots you can as a reminder of the fab time you all had. If you've booked with us, send us your photos after the event and we can make you famous on our website or social media pages too, so be sure to get your best side.