

The Shower Timeline

For the maid of honor. Tick each job as it is done.

12 weeks out	☐ Ask the bride what she wants: size, games or none, home or venue	☐ Check whether her mom or his family plans to host ☐ Agree on a date range
8 weeks out	☐ Ask bridesmaids and the bride's mom who co-hosts	☐ Agree what each person puts in ☐ Write the total budget down
6 weeks out	☐ Book the venue or confirm the house ☐ Get the guest list with addresses or phone numbers	☐ Pick a theme, if you want one
4 weeks out	☐ Send invitations, RSVP about two weeks before	☐ Put the registry on a separate card or link
2 weeks out	☐ Order the cake and choose the menu ☐ Pick two or three games and print them	☐ Buy prizes and supplies
1 week out	☐ Chase missing RSVPs ☐ Give the final count to the caterer or cooks	☐ Send every helper their list for the day
The day before	☐ Pick up what you can ☐ Pre-cut and label	☐ Pack the box: games, pens, tape, scissors, gift list notebook, charger
The day of	☐ Arrive early to set up ☐ Greet guests	☐ Keep the gift list while she opens presents ☐ Hand off clean-up jobs
The day after	☐ Send the bride her gift list ☐ Send co-hosts the cost breakdown	☐ Return anything borrowed

Who Does What

Fill this in with the co-hosts at the budget talk, then send everyone a photo of it.

JOB	WHO	DUE	DONE
Venue or house			☐
Invitations			☐
Guest list and RSVPs			☐
Food			☐
Cake or dessert			☐
Decorations			☐
Games and prizes			☐
Favors			☐
Gift table and gift list			☐
Music			☐
Set-up			☐
Clean-up			☐
			☐
			☐

Budget Split

Agreed total _____ Co-hosts _____

ITEM	ESTIMATED	ACTUAL	PAID BY	SETTLED
Venue				☐
Invitations and postage				☐
Food				☐
Cake or dessert				☐
Decorations				☐
Games and prizes				☐
Favors				☐
Rentals				☐
Other				☐
				☐
				☐
				☐
Total				