

# Bachelor Party Detailed Checklist

By Sherry M. Lewis

- Two to three months in advance**
  - Talk to the groom** Let him know you are planning the party and ask him to list the top four or five things on his wish list for things to do at the perfect bachelor party. You don't have to do them all, but this will give you some ideas.
  - Save the date** Send guests a request that they save the date, with more details to follow.
  - Book the venue** Depending on the city, the size of the party, and the popularity of the venue, this may have to be reserved even earlier.
  - Travel and accommodations** If the party is out of town, start pricing train fare or flights and hotels to give guests an approximate idea of the cost involved.
  - Transportation** Price out options for getting around the night of the party: a limo, passenger van, small bus, etc.
- Six weeks in advance**
  - Send invitations** Whether by snail mail, email, or carrier pigeon, ask guests to RSVP by three weeks before the date of the party and call to confirm if you do not receive a response.
  - Provide information** Include any required contributions on the invitation if guests are expected to help fund the festivities. Leave a contact number so they can contact you with any questions.
  - Live entertainment** Book any live entertainment coming to the party, or book good seats in an adult entertainment venue if you're going out.
  - Food** Start planning the menu, unless you are going out to eat.
- Two weeks in advance**
  - Confirm guests** Contact any guests who have responded to the invitation and get a final count on the number of people expected.
  - Accommodate out-of-towners** Make sure anyone traveling to attend has the name and number of a good hotel or can stay with friends.
  - Order food** If the party is catered, give the caterer a final head count. Account for any food sensitivities or allergies.
  - Create an itinerary** Keep it a surprise, but know where you are going and how long you plan to be in each place.
- One week in advance**
  - Go shopping** Buy any party favors, gag gifts, snack foods, or other smaller items needed to complete the party.
  - Confirm transportation** Call the hired car or other transportation company with a final count and a review of the itinerary to avoid confusion the night of the party.
  - Confirm live entertainment** Make sure they understand where to go and when to arrive.
  - Contact guests** Confirm their attendance and make sure everyone has a way to get to the party and a place to stay afterwards.

- The day before the party**
  - Set up** Make any final preparations, such as setting up tables and chairs for poker, bringing in picnic tables for a large BBQ, or preparing snacks.
  - Give the groom a pep talk** Give him something to look forward to without giving away all of the details.
  - Go shopping again** Grab any last minute items you might have forgotten, like mix for drinks or prizes for games.
  - Get some sleep.** Tomorrow is going to be a long day!