

SHANNON'S BRIDAL SHOWER Checklist

(as of April 16, 2021)

PINK HIGHLIGHTED ITEMS are things Emily / Girls are taking care of

BLUE HIGHLIGHTED ITEMS are things Sue is taking care of

COVID

X	Due to NJ State COVID regulations , we ask that everyone wear a mask when they go up to the Food Buffet Table . (don't have to wear one at tables, etc - unless you want to - and be mindful of others feelings) - There is a note on each table asking that people wear a mask when they go up to the Food Buffet Table.
X	MASKS - Extra masks located at Buffet Table in case someone doesn't have one
X	HAND SANITIZERS - are on each table

BRIDAL SHOWER INVITATIONS

X	Bridal Shower Invites Ordered
X	Labels for envelopes made/printed
X	Bridal Shower invites to be mailed 2/27 - Final Count 25 YES RSVPs

AMENITIES at VENUE (American Legion, Cherry Hill,NJ)

X	60" ROUND TABLES for seating - will use 6 for seating tables
X	8' X 3' RECTANGULAR TABLES for Buffet, Candy Bar, Cake/Candy, Welcome, etc
X	PORTABLE BAR - Small Rolling Bar (for Sangri Bar + square table)
X	GIFT TABLE - Square for next to Bridal Shower Chair area
X	ICE MACHINE

BUFFET/FOOD Supplies;

X	DINNER & DESSERT PLATES:
X	SALAD BOWLS
X	UTENSILS
X	SILVER NAPKIN HOLDERS
X	NAPKINS

X	CHAFING TRAYS/DISHES
X	STERNOS
X	SERVING UTENSILS
X	SERVING BOWLS
X	CUPS; Soda/Coffee
X	ICE MACHINE/CONTAINERS
X	MASKS - In case someone doesn't have one, there are some at the beginning of Buffet Line

BUFFET TABLE DÉCOR

X	Ivory Tablecloths, burlap ribbon runner, rose petals(purple/lavendar)
X	Bride To Be Banner, Purple Pom Pom flowers hanging and balloons optional

FOOD;

X	Menu finalized. See menu/document on website <i>April 1st - Ordered food from caterer (Eggplant Parm, Lasagna,). Other donated, etc items Include Garden Salad, Meatballs, Sausage/Peppers, Rolls, Chips, , Desserts - Cake, Cupcakes, Candy</i>
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CANDY BAR - CAKE/DESSERT Tables;

X	DÉCOR; Sue handling - Ivory tablecloth, burlap, stained wine crates, clear candy jars, chalkboard signs, variation purple flowers, favor bags, etc
X	BRIDAL SHOWER CAKE (Sue providing and ordered - 10" Rosette cake with variety of purple/lavender flowers tops/sides, choc mousse filling - will pick up Friday afternoon in Maple Shade)
X	CHOCOLATES – Sue providing Russell Stover assortments and Lindt Gourmet Truffles
X	CANDY BAR – Sue providing Hershey Kisses, Kit Kats, Lindt Milk Chocolate, Reeses, Peppermint Pattys, Rolo's - and FAVOR Bags for people to take what they want
X	CAKE and CUPCAKE STANDS - Mellissa lending her cake (will fit up to 10") and cupcake tiers/stands

NON-ALCOHOLIC DRINKS;

X	WATER BOTTLES (3 cases)
X	COFFEE (35 Cup Urn) : Coffee urn, Coffee, Creamer, Sugar, white coffee cups
X	COKE, DIET COKE, SPRITE

FAVORS

X	LOVE Is Sweet Bags at Candy Bar for guests to fill with what they like
X	SOAPS/Basket - Lavender soaps- Emily purchased, and she has basket for them
X	SIGN/TAKE ONE - Sue providing frame and printing out sign

GAMES/PRIZES

X	GAMES - Gina/Emily made -
X	Guess Number of Kisses in Jar (located at Candy Bar) - Prize is the jar of kisses
X	20 Photos of Shannon with year - Sue provided to Emily / Girls for game they are working on
X	PRIZES for Games - Emily bought stuff from Bath & Body

SANGRI BAR

X	DISPENSERS - 2 - 1 Gallon Dispensers with silver rack
X	GLASSES - Emily and Sue think they have enough glasses to cover (will both check and report back to each other) - March 28th - Sue bought Plastic Sangri glasses.
X	SANGRI/ALCOHOL/Fruit - Drinks - Emily /Girls to provide - Girls to finish decorating of this area when they bring the stuff
X	DECOR of Sangri Bar - Sue has the following to provide- Rolling bar, table, ivory tablecloths, grape.wine cork vine, mason jars, burlap, chalkboard sign, crate, mason jars, heavy plastic silverware silver - Girls to complete when they come with Sangri Drinks, etc
X	CHALKBOARD Sangrai Bar Sign - Sue has sign
X	PHOTOS (16) of Joey & Shannon - Emily printed
X	PALLET with twine - Sue providing stained pallet for Photos Emily printed out

CHAIR / PRESENTS AREA

X	BACKDROP with WHITE CURTAINS (7' x 7') and lights optional
X	SASH - Bride to Be - Deep Purple/Silver writing
X	CHAIR for BRIDE - (using chair Karen has with ivory cover/lavender sash)
X	PURPLE/LAVENDER Paper Flowers for Backdrop (Emily made) - Emily/girls to put on backdrop when they arrive
X	Zip Ties and/or Twine - Sue has (Emily needs for Banner)
X	Bride to Be Sign/Banner - Emily made. Emily/girls to hang when they arrive

X	Small TABLE (with tablecloth) for gifts
X	PAPER PLATE, Scissors, Tape - To use for Shannons Bridal Shower hat as opening gifts
X	GIFT LOG IN - Sue has for girls - clipboard and log in sheet

TABLES /CENTERPIECES

X	CENTERPIECES for Seating Tables - Emily / Girls to handle - # of tables is 6 - Emily - Flowers in glass jars with wine cork base.
X	Hand Santizers - Sue providing small bottles
X	CARDS - Table Number and Note asking people to wear mask at the Food Buffet Table - Sue printed
X	PURPLE PENS - For guests to use to fill out Advice Card, Guess Kisses Card, and use for Games

WELCOME AREA / TABLE

X	ADVICE JAR (Sue Has)
X	Advice Sign with silver frame
X	Advice Cards - Emily printed out
X	DÉCOR - Ivory Tablecloth, burlap runner/ribbon, Chalkboard signs, etc - to be lined up near with Candy/Cake Tables
X	Shan's Cup of Joe Hashtag sign (Mellissa)
X	Guess Number of Kisses in Jar (located at Candy Bar) - Prize is the jar of kisses

SOUND SYSTEM / MUSIC

X	BRIDAL SHOWER Playlist - Sue downloaded - see link - can change/add to list if Emily/girls want to edit - https://open.spotify.com/playlist/5wDWzla4QAoqjcQVrhJhj5?si=6PkrxECjRwqDmWfUvSUiNw&nd=1
X	MICROPHONE - for Emily/Girls to use if they want (switch to turn music off when using microphone to speak)

SCHEDULE of Event / LIVE STREAMING

X	LIVE STREAMING -Google Meets - Girls are handling this and bringing laptop,etc
X	SCHEDULE of EVENTS for Bridal Shower - See outline on website

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