

A photograph of a man and a woman in a wedding tent. The woman is wearing a white dress and has her arm raised, looking up at the man. The man is wearing a dark jacket and light-colored pants, looking down at the woman. The tent has a wooden frame and white fabric walls. There are string lights and bunting flags hanging from the top. In the background, there are tables with white tablecloths and wooden chairs.

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Engagement Party *Checklist*

Congratulations on your engagement! Planning an engagement party can be overwhelming, but with the right tools, you can stay organised and host a memorable celebration. In this guide, we'll provide you with a comprehensive checklist that covers everything you need to do to plan the perfect engagement party. Let's get started!

WRITTEN BY
NAZLEE SABAHIPUR

Checklist

LOCATION _____

(Plan for the weather! Always have a Plan B)

HOST _____

CHOOSE YOUR LEVEL OF FORMALITY: SMART CASUAL/COCKTAIL/BLACK TIE/OTHER

THEME _____

BUDGET _____ DATE _____

PHOTOGRAPHER _____

VIDEOGRAPHER _____

EXTRA TOUCHES

e.g. gift table, photobooth, speeches

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Guestlist

When sending invitations, include the date, time, location, any special instructions, RSVP deadline (1-2 weeks), and dress code. Let guests know if the event is outdoors.

PLEASE make sure that anyone invited to the engagement party will also receive an invitation to the wedding.

Name	Address	Y/N	Dietaries

Print this multiple times if needed

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Catering / Food

Choose food and drinks based on the style of your event. For a casual gathering, go for sharing boards or finger food. For a more formal event, hire a caterer to provide canapés or bowl food. For a sit-down meal, opt for a formal approach.

DON'T FORGET - ask your guests for any dietary restrictions or preferences.

CATERER

CONTACT DETAILS

MENU OPTIONS

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DIETARIES

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Attire

What do you want to wear? A white dress? a cream suit? Are you going to match the tie to the dress?

Outfits		
Shoes		
Accessories		

Hair & Makeup

Are you more of a DIY bride or are you looking to splurge on a pamper session before your party?

Hair Artist	
Makeup Artist	

Services

Take a moment to love yourself, book yourself and your partner in for some pre-party treatments.

Nail Appointment	
Haircut/s	
Spa Treatments	
Other	

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"if you want to make a
statement wear something
elegant and timeless"

To Do List

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Schedule for the Day

9 A M	9 : 3 0 A M
1 0 A M	1 0 : 3 0 A M
1 1 A M	1 1 : 3 0 A M
1 2 A M	1 2 : 3 0 P M
1 P M	1 : 3 0 P M
2 P M	2 : 3 0 P M
3 P M	3 : 3 0 P M
4 P M	4 : 3 0 P M
5 P M	5 : 3 0 P M
6 P M	6 : 3 0 P M
7 P M	7 : 3 0 P M
8 P M	8 : 3 0 P M
9 P M	9 : 3 0 P M
1 0 P M	1 0 : 3 0 P M
1 1 P M	1 1 : 3 0 P M
1 2 A M	1 2 : 3 0 A M

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Expense Planner



“When your budget reflects
your priorities, it becomes a
tool for clarify - not stress”

Thank Yous

SUPPLIERS & GUESTS

SENT

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Notes

$$tcw$$



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