



# SHINE

## Hen/Stag Night Organiser

The organiser needs to:	Comments	Tick when Complete
Speak to the bride or groom about who they would like to invite		
Collect everyone's phone numbers, mobile numbers and email addresses		
Decide on the type of event – evening, weekend, a few events, etc.		
Decide on the theme, costumes required etc		
Decide on a town/venue		
Make enquiries and collate all information, pricing, transport, etc.		
Hold venue(s) provisionally		
Create and sent out invites – include as much information on the event as possible		
Make sure everyone knows exactly how much the night will cost		
Confirm all bookings and remember to reconfirm the day before		
Email/text everyone to confirm when and where to meet, make sure they have your contact number		
Remember the props and gifts – this is your responsibility		
Arrange transport for the return journey, ensure everyone has made prior arrangements		
Get the photos circulated ASAP, ask for quotes from everyone and put a scrapbook together for the bride or groom		

For further information or to discuss a request please contact:

**Marie Jack**  
Wedding Co-ordinator

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