DIY Checklist

Write a full list of every activity or piece of crafting you plan to do in the left column, and what you need to do/make it in the right column. The first two rows are examples

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| Decor/ Activity | Supplies |
| *Colourful pom-pom / puff balls* | *Tissue paper (blue, pink, white and purple) Scissors, fishing line, hot glue, command hooks, plastic straws.* |
| *Ping pong ball twerking contest* | *Empty tissue boxes x2, rope/belt, tape, paint, ping pong balls x20* |
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*Top tip: When packing for the weekend, go back through this list with a highlighter to make sure you bring everything you need with you.*

Shopping list (materials)

Now you know what you need, write down all materials and how much they will cost you.

|  |  |
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| Item | Cost |
| *Fishing line* | *£6* |
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Total Cost:

Cost split per person:

House / Room(materials)

Make a list of the things you need to make or buy or bring for each room in your venue. Also make note of any decorations you need/want in each room, and any activities that are taking place.

Room 1 supplies needed

*If room one is the kitchen, write all the food and equipment you need to bring/ buy in these boxes.*

Room 2 Supplies

*If room two is the ‘bar,’ write all the alcohol and mixers and equipment you need to bring/ buy in these boxes.*

Room 3 Supplies

*If room three is the livingroom’ write all the décor you want to have in here and what activities are taking place in this room. What supplies you need to have ready for each*

Room 4 Supplies

*If room four is the bedrooms write all the décor you want to have in here what supplies you need to have in each (personalised glasses, hangover kits etc)*

Shopping list (Rooms/General)

Now you know what you need in terms of food/ drink and other non - DIY materials, write out a shopping list and how much each item will cost you.

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| Item | Cost |
| *Orange juice for punch bowl x 10* | *£10* |
| *Personalised glasses x 8* | *£16* |
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Total Cost:

Cost split per person:

Need more help? Upgrade to the Fairy Hen Mother package and I can be the helper on your shoulder to give you advice throughout the process and keep you on track.

www.howtohen.com

Extra Sheets for lists

Here are some spare sheets if your lists are pretty big.

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