

## **Ask for Help**

Many hands make light work, so make sure that you ask the other bridesmaids to help out. Ask your wine tour operator for suggestions, because they may suggest things you never even thought of. It is important that you are the sole point of contact for the wine tour operator, but you should assign specific tasks to each of the bridesmaids. Create a master list of all the tasks that need to be done, and then write beside it the name of the person you assigned that task to.



#### Pick a Date

Pick a date as soon as possible. Call your wine tour company and see if the date is available. Remember: available dates can book up fast, so make sure you book something as early as possible. Let everyone know the date as soon as it's confirmed, so they can block it off in their calendars. When you book, you will most likely have to give a deposit to your tour operator. Ask your tour company for a payment timetable. Get your attendees to pay you as soon as possible. If you wait till the last minute you will be scrambling to get your money back. Set a hard deadline for your guests to pay you.

## Set a Budget

Being in charge of organizing the Bachelorette Party doesn't mean that you're responsible for paying for it. The great thing about organizing a Wine Tour Bachelorette Party is that your tour host will be able to give you a price-perperson, and all you need to decide is what extras you might want to add. Think of things like party favours, or little extras like t-shirts or things that will make the event even more memorable.

# **Communicate Early and Often**

Send an email outlining the day, so that everyone knows what to expect. You should be prepared to send out quite a few reminder emails. Getting a bunch of busy women to respond to emails can be quite a challenge, so consider frequent communication.

#### Give them the details such as:

- meeting time and place
- what to wear
- what to bring
- itinerary for the day
- contact numbers to call
- requirement for proper I.D., because the wineries will check



## **Change It Up**

Sure, tradition is great – but some brides want to switch things up. So even if your bride-to-be wants a coed party, a wine tour will still work.

Our team can help you create a custom tour that includes wineries, a brewery, and a distillery. Switching things up a bit can be fun. If you want some extras besides just the wineries, ask your tour operator. They can often help you schedule spas, or other things that your guests might like to do.

### **Party Favours**

You know your best friend or sister better than anyone else does, so you know if passing out things like genital-shaped lollipops is going to make her uncomfortable or make her laugh. Every bachelorette party should have fun party favours, but it is up to you to make them appropriate for your bride-to-be's taste. Ensure your guests leave with a favour that makes them remember your Unforgettable party.

# **Props**

Lots of brides don't mind being the center of attention, so offer up a few props to identify them on your tour. Items such as a sash or a tiara are great. If that is not her style, you might just have her wear a white dress, while the others wear different colors. Remember: props can be pulled out just for the occasional picture and then taken off.



# Name Tags

You are going to have people who don't know each other, so name tags are a great idea at the start. This is advisable on a standard night out, but *essential* on a sure-to-be-messy hen party / bachelorette party!



### **Checklist**

#### **3 Months Before**

- ☐ Send invitations. Emailing and calling is okay, too. Make sure your invitation politely informs guests what you are doing and what the cost will be.
- ☐ Send them the itinerary with all the details. If the tour operator isn't handling this for you, make sure you send guests the link to pay for their wine tour, and a deadline for when they need to have paid their money. Setting deadlines is important.

#### 1 Month Before

- Send out reminders and confirm RSVPs.
- ☐ If the tour operator isn't handling this for you, send payment requests to those in the group who have not yet paid.
- Confirm transportation arrangements with your tour operator.
- Confirm any other arrangements you have made.

### **Checklist**

#### 1 Week Before

- Buy bachelorette party accessories, such as the novelty sash, tiara, bite-me candy necklaces, or other props you have decided on.
- ☐ Make a list of the games you want to play, with rules and how-to's, just in case you forget sometimes memories can fade slightly during your event.
- ☐ Send out reminders and confirm RSVPs.
- ☐ Send last payment requests to those in the group who still have not yet paid.

### **Checklist**

### 1 Day Before

- □ Reminder emails with the details again. Over-communicate the same details as much as possible. If you changed any of the details, make sure you let everyone know. Mark the changes in bold text. Note the change right at the top.
- ☐ Remind them to bring proper I.D., as the wineries will check.
- ☐ Re-confirm all reservations.
- ☐ Get to bed early you have a big day ahead of you.

### **Have Questions?**

We are happy to answer any questions you have about organizing your bachelorette wine tour party. Even if you want to just get away for a day with your girlfriends we can help.

# We'd Love to Hear From You, Get In Touch With Us!

We love fine wines and more importantly, we love meeting new friends. We know that people love to have fun, they love interesting stories and exceptional personalized service. This is what we strive to do every day. If you want to contact us the best ways are either by telephone (yes we answer the telephone) at (303) 217 - 9933 or you can contact us by email at info@milehighwinetours.com

Visit our website at: