

Bee Gender Reveal Master Planning Checklist

Print this checklist and check off each task as you complete it. Review it weekly to stay on schedule.

Week	Checklist	Before Moving On
6 Weeks Before	☐ Choose date & venue ☐ Decide reveal method ☐ Create guest list ☐ Set budget ☐ Choose color palette ☐ Assign helpers	Decision Gate: Venue booked & reveal method finalized
4 Weeks Before	☐ Send invitations ☐ Order decorations ☐ Order cake ☐ Book photographer (optional) ☐ Purchase favors	Decision Gate: All custom orders placed
2 Weeks Before	☐ Finalize menu ☐ Plan games ☐ Confirm RSVPs ☐ Order remaining supplies ☐ Create setup timeline	Decision Gate: Headcount confirmed
1 Week Before	☐ Bake cookies ☐ Print signs & games ☐ Check deliveries ☐ Confirm reveal logistics ☐ Charge camera	Decision Gate: All supplies on hand
2-3 Days Before	☐ Prep make-ahead food ☐ Chill drinks ☐ Assemble favors ☐ Confirm weather/backup plan	Decision Gate: Food 80% complete
Party Day	☐ Set up tables ☐ Install backdrop ☐ Inflate balloons ☐ Arrange food ☐ Test music ☐ Take detail photos ☐ Enjoy the reveal!	Decision Gate: Ready for guests

Setup Timeline (Party Day)

- ☐ 4 hours before: Tables, chairs, backdrop
- ☐ 3 hours before: Balloon garlands & centerpieces
- ☐ 2 hours before: Food & drinks
- ☐ 1 hour before: Final styling, music, bathrooms
- ☐ 30 minutes before: Get ready & greet guests