

Baby Shower Planning Checklist

Stay organized. Keep your information in a pocket or file folder.

4-6 Weeks before the Baby Shower

- _____ Select Date and Time of Shower – allot about 3 hours for the shower
- _____ Set a budget – this will keep you organized
- _____ Create your guest list
- _____ Choose a location – home, restaurant, catering hall, etc.
- _____ Decide on a menu – appetizers, buffet, sit down dinner – your location and budget will help you decide what menu to serve
- _____ Make a list of food, beverages and miscellaneous items you will need.
- _____ Choose a theme. Themes are a great way to tie everything together.

3-4 Weeks before the Baby Shower

- _____ Send the baby shower invitations. Don't forget RSVP information and directions.
- _____ Purchase Baby Shower Favors – If you are buying personalized baby shower favors most companies need 1-3 weeks to process and 1 week to deliver the favors.
- _____ If making your own baby shower favors – begin now. Better to have them done early than rush through them a few days before the shower.
- _____ Call to rent tables and chairs. (If Applicable)

2-3 Weeks before the Baby Shower

- _____ Purchase Decorations, a notepad or keepsake registry to write down gifts, pencils for games, Games to play and Prizes for Game winners. For a 2 hour baby shower the average number of games played is 3.
- _____ Order a Cake
- _____ Begin purchasing non-perishable food, beverage, and miscellaneous items (i.e., garbage bags and film) from your list.

1 Week before the Baby Shower

- _____ Take inventory of your items. Compare it to your list. Purchase missing items.
- _____ Make a final count for your guest list. Call guests who have not RSVP'd.

Day before

- _____ Prepare as much of the food as you can.
- _____ Buy ice.
- _____ If your baby shower games need preparation do it today.
- _____ Begin decorating.

Day of the Baby Shower

- _____ Prepare food.
- _____ Decorate, set tables, put out party favors, set games and prizes in one location.
- _____ Greet your guests and enjoy!