

## **Baby Shower Planning Checklist**

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

### **4-6 Weeks before the Baby Shower**

- \_\_\_\_\_ Select date & 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 & budget will help you decide what menu to serve
- \_\_\_\_\_ Make a list of food, beverages & 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 & directions.
- \_\_\_\_\_ Purchase Baby Shower Favors – If you are buying personalized baby shower favors most companies need 1-3 weeks to process & 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 & chairs. (If applicable)

### **2-3 Weeks before the Baby Shower**

- \_\_\_\_\_ Purchase decorations, a notepad to write down gifts, pencils for games, games to play & prizes for game winners. The average number of games played at a 2 hour baby shower is 3.
- \_\_\_\_\_ Order a Cake
- \_\_\_\_\_ Begin purchasing non-perishable food, beverage, & miscellaneous items (i.e., garbage bags & film)

### **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.
- \_\_\_\_\_ If your baby shower games need preparation do it today.

### **Day of the Baby Shower**

- \_\_\_\_\_ Prepare food.
- \_\_\_\_\_ Buy ice.
- \_\_\_\_\_ Decorate, set tables, put out party favors, set games & prizes in one location.
- \_\_\_\_\_ Greet your guests & enjoy!

