



Baby Shower Checklist

Two months before the shower

Meet with Mother and/or co-host to decide on the following:

- Set Date
- Make a guest list
- Choose Location
- Get Expectant mother registered at a baby shower registry
- Determine the budget for the shower

Four weeks before the shower

- Choose a theme
- Choose, prepare and mail invitations.
- Plan menu

Three weeks before the event

- Finalize the menu or order food and/or cake if applicable.
- Choose and order themed decorations if necessary
- Choose baby shower favors.
- Decide on baby shower games
- Purchase prizes for games.
- Order party supplies such as rental chairs, tables, etc

Two weeks before the event

- Determine a final guest count (make follow up calls

for those who have not RSVP'd)

- Buy supplies such as plates, cups, napkins and tablecloth
- Buy or order any additional decorations such as balloons and flowers
- Buy food supplies if you are cooking

One week before the shower

- Prepare table assignments and name tags (if desired).
- Purchase gift for guest of honor
- Prepare printed menu and cocktail menu or menu cards (if desired).
- Wrap game prizes and shower favors
- Begin to clean Location (If you are hosting shower at your home)
- Make sure camera has film and/or video camera is loaded and has batteries, etc.

One day before the event

- Purchase food or prepare platters for any food that will keep today.
- Purchase beverages.
- Make telephone calls to confirm with all vendors to make sure everything will be delivered
- Start decorating

- Start putting out tables and chairs
- Buy flowers.
- Pick up cake or bake cake today if you will be making the cake.
- Make sure that you have everything for games and activities such as game sheets and pencils
- Prepare street signs leading to the party, if necessary.

Day of the Event

- Place nametags out (if applicable).
- Place flowers out on tables, on buffet table, and/or restroom
- Put finishing touches on decorations by putting up balloons and so on
- Place party favors on tables
- Buy ice (if needed).
- Display foods out on buffet table.
- Set out beverages, cups, blender, ice, coffee, and condiments.
- Prepare area for gifts (gift table).
- Designate someone for taking pictures and writing down gifts and who they are from
- Keep your timeline handy to help you keep track of the events

