

Baby Shower Checklist

2 months before the baby shower

- determine who's hosting and/or cohosting
- create a budget
- choose a location (if you're going to a restaurant or some other venue, book it early)
- set a date (including time of day and the length of the party - usually 2-3 hours long)
- create a guest list (also, decide if it's a women's or couple's shower)
- _____
- _____
- _____
- _____

1-2 months before the baby shower

- decide on a theme (hint - you can match the nursery theme)
- plan your menu
- select the invitations
- have the mother-to-be create a baby gift registry
- _____
- _____
- _____
- _____

1 month before the baby shower

- send out your invitations (make sure to include the gift registry and directions to the baby shower)
- _____
- _____

2-3 weeks before the baby shower

- finalize your menu
- order the cake
- order the flowers
- purchase the party decorations (try to match the theme of the party)
ex. centerpieces, welcome sign, confetti, wall or hanging decorations, party favors, banners, special balloons, party cameras, streamers, name cards for tables, etc.
- purchase tableware, eating utensils and tablecloths.
- order extra tables and chairs, special entertainment, etc. that you need for the party
- purchase the party favors, baby shower games, game winner prizes and door prizes
- _____
- _____
- _____
- _____



1 week before the baby shower

- make a final guest count
- confirm reservations (if applicable) or order food and beverages
- wrap baby shower game prizes and party favors
- make sure you have a camera and buy extra batteries, just in case
- if you're hosting the baby shower at home, begin cleaning
- prepare the name tags and table assignments
- prepare printed menu cards, if desired
- think about and plan the room arrangement, seating, etc.
- buy and wrap your gift for the mother-to-be
- _____
- _____
- _____

1 day before the baby shower

- review the games/activities (make sure to have pens/pencils)
- begin decorating (don't forget scissors and tape)
- pick up the cake
- cook whatever food is needed for the baby shower and make sure you have serving dishes and utensils, take-home platters, large garbage bags, etc.
- purchase ice and chill beverages
- make street signs, if necessary
- set up tables, chairs, buffet table, etc..
- set up stereo to play background music
- double-check your checklist to make sure you didn't miss anything
- _____
- _____
- _____

The day of the baby shower

- put party favors on the tables and finish any last minute decorating that is needed
- set up the gift table
- set up the food
- set out glasses, ice and beverages
- pick up the balloons for the party
- put signs up for the party
- keep a notebook handy to write down the gifts the mommy-to-be receives from her guests (for mommy to refer to when writing thank you cards)
- keep trash bags near the mommy-to-be to throw gift wrap in when she's opening gifts
- play the background music you set up the day before
- _____

