**BABY SHOWER CHECKLIST**

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| **Eight to ten weeks before the baby shower Guest list*** If it is a surprise shower, ask for help from her family and friends to ensure no one is left out.
* Budgeting
* Figure out how much funds are available and allocate carefully.
* Date
* Pick a day when most people will be able to come - this is usually a weekend, and in fact, after church on Sunday is a traditional time.
* Location
* The home of a friend or family member, a restaurant or recreation center, or even the church family center are great places to hold a baby shower.
 | **Four to six weeks before the baby shower theme*** If you know the gender of the baby, this may be easy - if not, be creative
* Invitations
* Have invitations made up and sent out with directions to the location included.
* Menu
* Catered is best! Finger sandwiches and cake are traditional - sort of a 'high tea' type of party. Couples' parties may require more substantial food.
* Registration
* Now is the time for the mom and dad to register online - create a wish list that updates every time an item is purchased.
 | **Three weeks before the baby shower flowers*** Place your order for flowers - simple arrangements of baby breath and carnations or rosebuds are ideal for an elegant party
* Balloons/banners
* If you are having a more casual bash, go all out with balloons that match your theme and add a banner that guests can sign for a keepsake.
* Seating
* Reserve extra tables and chairs if needed to ensure everyone is comfortable. Make sure the expectant mom has a comfy place to sit.
* Cake
* A baby shower cake can be so fun and creative.
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| **Two weeks before the baby shower games*** Decide what games you will play at the party, and get supplies
* Prizes/favors
* Games should have prizes, and you will want a favor for each guest to take home.
* Dishware/flatware
* Themed paper products and utensils should be stocked well in advance of the party.
* Caterer
* You should have nailed down a game plan and menu at this point, and all systems should be go.
 | **One week before the baby shower guests*** Check with invitees who haven't confirmed their attendance.
* Video/photos
* Make sure someone is designated to capture the event on film.
* Gifts
* Purchase gifts for the shower, and check the wish list to ensure no major gifts are overlooked.
 | **The day of the baby shower****Set up*** Arrange for deliveries to be made early or even the day before to ease stress.
* Cake
* Pick up the cake or have it delivered in the morning.
* Flowers
* These should be delivered by the florist or picked up.
* Gift list
* Assign someone to keep track of who gave what in order to send out thank-you notes later.
* Cleanup
* Have large plastic bags placed in corners for easy discarding of wrapping paper and other trash during the event.
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