**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. |