**BABY SHOWER CHECKLIST**

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| **Section 1 – 2 Months Before**   * Who is hosting and Cohosting * Create a budget * Choose the location * Set a date * Create a guest list * Is this a Mom’s or a couple’s shower |  | **Section 2 – 1-2 Months Before**   * Choose a Theme * Plan the menu * Select invitations * Ask Mom to create a baby gift registry or two |  | **Section 3 – 1 Month Before**   * Send invitations * Ask for RSVP * Include directions to the shower * Include the registry information |
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| **Section 4 – 2-3 Weeks Before**   * Finalize the menu * Order the shower cake * Order flowers * Purchase decorations according to the theme of the party * Purchase tableware and linens * If needed, rent or order extra tables and chairs * Schedule entertainment if applicable * Purchase party favors, games, prizes | **Section 5 – 1 Week Before**   * Finalize guest count * Confirm any rentals and/or reservations * Wrap favors and prizes * Have a camera with extra batteries if needed * If hosting the party in your home – begin the cleaning process * Prepare name tags and table assignments * Prepare menu cards, if you so desire * Plan room arrangement and seating * Purchase your gift for your guest of honor |  | **Section 6 – 1 Day Before the Shower**   * Review games * Decorate * Pick up the cake * Purchase ice, chill beverages * Create street signs * Set up buffet table * Set up background music if applicable * Prepare party foods * Check your checklist to be certain everything has been attended t |
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| **Section 7 – The Day of the Shower**   * Place party favors on the tables and complete decorum * Provide one table for gifts only * Set Tables * Set up Food * Arrange glasses, ice and beverages * Pick up balloons * Place signs for the party * Keep a notebook to record gifts |