**BABY SHOWER CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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
 |
|  |  |  |  |
| **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
 |
|  |
| **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
 |