**BABY SHOWER CHECKLIST**

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| **3 months before the baby shower:**   * Set the date for the shower. * Make the guest list. * Choose the location. * Decide what type of shower to have (formal or informal) (co-ed or women only) * Plan the menu. * Decide on a theme. * Order invitations. |  | **5-6 Weeks before the baby shower:**   * Send the invitations * If necessary, order party rentals such as tables and chairs |  | **1 month before the baby shower:**   * Finalize the menu. * Order the cake. * Purchase decorations and favors. * Purchase plates, napkins and utensils * Decide on party games. * Purchase prizes for party games. |
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| **1 week before the baby shower:**   * Compile a final guest count. * Purchase a gift for the guest of honor. * If the event is not catered for, place your order for food platters, etc. * Decide on background music | **1 day before the baby shower:**   * Purchase or prepare food, pick up any platters ordered. * Purchase beverages * Wrap gifts. * Pick up the cake. * Pick up rentals that aren’t delivered. * Have your camera ready. | **Day of the baby shower!**   * Start decorating. * Buy ice and any other last minute items needed. * Display foods and beverages. * Prepare a gift table. * Arrange tables and party favors. * Relax and have fun. |