**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 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
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