

Baby Shower Checklist

2 months before the baby shower

- ☐ determine who's hosting and/or cohosting
- ☐ create a budget
- ☐ choose a location (if you're going to a restaurant or some other venue, book it early)
- ☐ set a date (including time of day and the length of the party - usually 2-3 hours long)
- ☐ create a guest list (also, decide if it's a women's or couple's shower)
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

1-2 months before the baby shower

- ☐ decide on a theme (hint - you can match the nursery theme)
- ☐ plan your menu
- ☐ select the invitations
- ☐ have the mother-to-be create a baby gift registry
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

1 month before the baby shower

- ☐ send out your invitations (make sure to include the gift registry and directions to the baby shower)
- ☐ _____
- ☐ _____

2-3 weeks before the baby shower

- ☐ finalize your menu
- ☐ order the cake
- ☐ order the flowers
- ☐ purchase the party decorations (try to match the theme of the party)
 - ex. centerpieces, welcome sign, confetti, wall or hanging decorations, party favors, banners, special balloons, party cameras, streamers, name cards for tables, etc.
- ☐ purchase tableware, eating utensils and tablecloths.
- ☐ order extra tables and chairs, special entertainment, etc. that you need for the party
- ☐ purchase the party favors, baby shower games, game winner prizes and door prizes
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____



1 week before the baby shower

- ☐ make a final guest count
- ☐ confirm reservations (if applicable) or order food and beverages
- ☐ wrap baby shower game prizes and party favors
- ☐ make sure you have a camera and buy extra batteries, just in case
- ☐ if you're hosting the baby shower at home, begin cleaning
- ☐ prepare the name tags and table assignments
- ☐ prepare printed menu cards, if desired
- ☐ think about and plan the room arrangement, seating, etc.
- ☐ buy and wrap your gift for the mother-to-be
- ☐ _____
- ☐ _____
- ☐ _____

1 day before the baby shower

- ☐ review the games/activities (make sure to have pens/pencils)
- ☐ begin decorating (don't forget scissors and tape)
- ☐ pick up the cake
- ☐ cook whatever food is needed for the baby shower and make sure you have serving dishes and utensils, take-home platters, large garbage bags, etc.
- ☐ purchase ice and chill beverages
- ☐ make street signs, if necessary
- ☐ set up tables, chairs, buffet table, etc..
- ☐ set up stereo to play background music
- ☐ double-check your checklist to make sure you didn't miss anything
- ☐ _____
- ☐ _____
- ☐ _____

The day of the baby shower

- ☐ put party favors on the tables and finish any last minute decorating that is needed
- ☐ set up the gift table
- ☐ set up the food
- ☐ set out glasses, ice and beverages
- ☐ pick up the balloons for the party
- ☐ put signs up for the party
- ☐ keep a notebook handy to write down the gifts the mommy-to-be receives from her guests (for mommy to refer to when writing thank you cards)
- ☐ keep trash bags near the mommy-to-be to throw gift wrap in when she's opening gifts
- ☐ play the background music you set up the day before
- ☐ _____