

Baby Shower Planning Checklist

Complete?	FIRST STEPS	
	Choose date, time and location	
	Define your budget	
	Create your guest list	
	Select a theme	
	Give thought to the menu (whether venue, catering, or homemade)	
	Create your baby registry	
Complete?	1 MONTH BEFORE	
	Choose/Make invitations (digital download and or physical invitations) <ul style="list-style-type: none"> - Include directions/map - Include baby registry - Include RSVP by Date and contact information - Include enclosure cards (Book request, Diaper raffle, Display Shower if desired) 	
	Send invitations	
	Order flowers	
	Order decorations	
	Verify catering and reservations if needed	

<i>Complete?</i>		2 WEEKS BEFORE
	Follow up on RSVP's	
	Buy party supplies if needed (plates, napkins, cups, utensils)	
	Finalize the menu	
	Plan baby shower games	
	Buy or make game cards	
	Buy prizes for the games	
	Buy or make advice cards/ guest book	
	Buy or make guest favors	
	Order thank you cards	
<i>Complete?</i>		1 WEEK BEFORE
	Complete your final guest count	
	Buy gift for mommy - to - be	
	Confirm and coordinate with venue professional services if applicable including: <ul style="list-style-type: none"> - venue - catering, - flowers, - Decorations - Other vendors 	
	Ensure you have enough of all ordered items (party supplies, decor, guest book, games, favors, etc.) including a few extras, just in case.	
	Wrap gifts and games prizes	

Complete?

1 DAY BEFORE

	If allowed, bring decor to venue and set up as much as you can	
	Prepare food and drinks	
	Make your playlist if you would like background music	
	Send a reminder to your guests	

Complete?

DAY OF BABY SHOWER

	Finish decorating	
	Help coordinate any vendor set up	
	Buy last minute items or delegate to a friend or family member if needed	
	Set out food and beverages	
	Set up the gift table	
	Set up the favors	
	If desired, place thank you card envelopes with instructions for each guest to write their address. This makes sending thank you cards easier.	
	Make sure everything runs smoothly and mommy - to - be is having a wonderful time!	