Baby Shower PLANNING CHECKLIST

The Planning Checklist

One or two months prior to the shower:

o Decide who will host
o Decide the type of party
o Decide on a theme
o Set a budget
o Select the date and time
o Determine a location
o Make reservations if necessary
o Create/order your invitations
o Plan your menu
o Plan activities and games
o Plan party favors
o Determine the flow/timing of the events



The To Do List for the Mom-To-Be

Two months prior to the baby shower:

o Create a baby registry
o Create a guest list with mailing
addresses (if mailing invitations), email
addresses and phone numbers.

The To Do List for the Host

One month prior to the baby shower:

o Mail or email the invitations

One to two weeks prior to the baby shower:

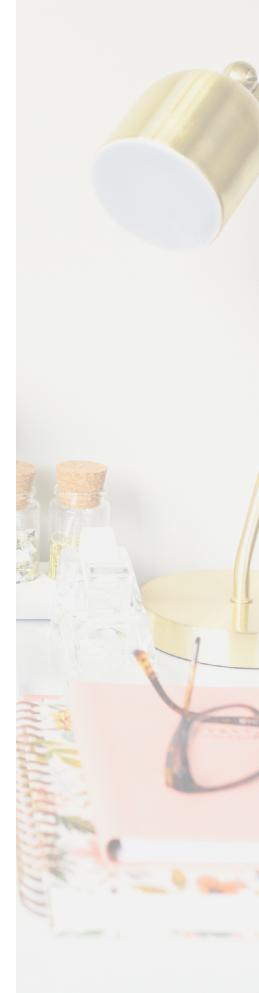
o Finalize the RSVP's

o Email or call any guest that have not RSVP'd

o Finalize any decorations, favors, and activities

o Order the cake

o Confirm any reservations



The day or two before the baby shower and day of the baby shower:

o Shop for groceries and any other lastminute items
o Prepare the food
o If the shower is hosted at your home,
clean as needed
o Decorate and set-up

Day of the baby shower:

- o Put out balloons or signs outside to give guest directions if needed
- o Assign someone to write down the list of gifts and givers
 - o Assign one or more people to take pictures
- o Collect mementos to give to the mom-tobe o Have fun!

Collected JOYS

For more ideas, please visit our website: www.collectedjoys.com



Notes



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