

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
 - o Plan other decor items



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 last-minute 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-to-be
 - o Have fun!



Notes

