

Baby Showers Check List



It's impossible to remember everything when planning a baby shower. Use this handy checklist to help keep you organized and calm.

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One to Two Months Ahead

- ❑ Set the date.
- ❑ Create a guest list/decide on the number of guests.
- ❑ Book a location, if not at your home.
- ❑ Plan the menu.
 - Informal/Formal
 - Catered
 - Potluck
 - Buffet
- ❑ Choose a shower theme, if desired.
- ❑ Plan shower games, if desired.
- ❑ Choose invitations.

One Day Ahead

- ❑ Purchase food and prepare platters/punch and/or pick up any pre-ordered food platters.
- ❑ Purchase beverages.
- ❑ Coffee
 - Tea
 - Soda Pop
 - Juice
 - Punch
- ❑ Call to confirm all vendors.
- ❑ Prepare tips for vendors, if required.
- ❑ Load camera with film and new batteries.
- ❑ Load video camera with tape and charge batteries.
- ❑ Review/print instructions for games and wrap gifts for game winners.
- ❑ Wrap your gift.
- ❑ Purchase flowers.
- ❑ Pick up or bake cake.
- ❑ Prepare street signs leading to party if necessary.
- ❑ Pick up any party rentals not being delivered.
- ❑ Clean house and organize party area(s).

Two to Three Weeks Ahead

- ❑ Prepare map or directions to the shower location.
- ❑ Prepare and mail invitations.
- ❑ Finalize the menu.
- ❑ Place order for the cake, if applicable.
- ❑ Book any special vendors, entertainment, or surprises.
- ❑ Purchase decorations and party favors.
 - Centerpieces
 - Welcome sign
 - Confetti
 - Wall or hanging decorations
 - Party favors
 - Banners
 - Special balloons
 - Party cameras
 - Streamers
- ❑ Purchase prizes for games.
- ❑ Order party rentals, including tables, chairs, linens, serving accessories, if needed.
- ❑ Purchase food and drink supplies
 - Plates
 - Napkins
 - Forks
 - Spoons
 - Cups

One Week Ahead

- ❑ Determine final guest count.
- ❑ Prepare table assignments and name tags, if needed.
- ❑ Purchase gift for mom-to-be or organize the purchase of a group gift.
- ❑ Place order for balloons.
- ❑ Place order for food platters/sandwiches, if catered.
- ❑ Choose background music.
- ❑ Prepare printed cocktail menu or menu cards, if desired.

Day of Shower

- ❑ Decorate.
- ❑ Place name tags out, if needed.
- ❑ Place flowers out on tables, on buffet table, and/or restroom.
- ❑ Buy any last minute food items.
- ❑ Buy ice, if needed.
- ❑ Set foods out on buffet table, if having a buffet.
- ❑ Designate an area for gifts.
- ❑ Pick up or prepare balloons.
- ❑ Set up tables and/or seating arrangements and place settings.
- ❑ Place party favors on tables.
- ❑ Set out beverages, glassware, ice, blender, and condiments.
- ❑ Put out street signs 30 minutes before people are expected to arrive, if necessary.