

BABY SHOWER CHECKLIST

One to two months before your baby shower:

- Set a date
- Choose a location
- Create guest list (determine number of guests)
- Decide on a theme (if desired)
- Plan your activities
- Plan your menu
- Select the invitations

Two to three weeks before the baby shower:

- Send your invitations (include directions and gift registry card if applicable)
- Order cake
- Order flowers or balloon bouquets (if applicable)
- Purchase the party favors, game prizes, and decorations
- Finalize your menu

One week before the baby shower:

- Order or gather together the chairs, tables, dishes, utensils, etc...
- Make a final guest count. Make phone calls if necessary at this point
- Place orders for food if needed
- Confirm reservations (if applicable)
- Buy film for camera
- Begin to clean and prepare your house (if party is being held in your home)
- Buy and wrap your gift for the mother-to-be.

The day before the baby shower:

___ Gift wrap any party favors game prizes

___ Review the games/activities

___ Begin decorating

___ Pick up the cake

___ Purchase beverages/ice

___ Make street signs if necessary

___ Set up tables, chairs, buffet table, etc..

The day of:

___ Set out party favors on tables or on separate table

___ Finish any last minute decorating

___ Prepare a place where gifts will go (gift table)

___ Put out signs leading to the party about 15 minutes before the it is set to start

___ Set out beverages, ice, glasses

___ Keep a notebook nearby to write down the gifts received. Also, keep a trashbag nearby the opening of the gifts to reduce in the clutter of wrapping paper.

___ Pick up balloons today

___ Set up the food on the buffet table

___ Have a plan on how you will run the party