

Planning Checklist

Two months before the Baby Shower

- ✓ Create the baby shower guest list
- ✓ Determine a budget for the baby shower
- ✓ Set the date of the baby shower
- ✓ Decide on the baby shower location

One month before the Baby Shower

- ✓ Decide on the baby shower theme
- ✓ Select and mail the baby shower invitations by printing our invitation templates
- ✓ Plan for the baby shower menu

Three weeks before the Baby Shower

- ✓ Order the baby shower cake
- ✓ Order balloons and flowers if they are planned decorations
- ✓ Order tables and chairs if you're hosting the baby shower at home
- ✓ Order any other special entertainment or surprises

Two weeks before the Baby Shower

- ✓ Buy or download our FREE baby shower decorations, game prizes and party gifts
- ✓ Buy plates, cups, eating utensils, tablecloths, etc. If the baby shower is at a home
- ✓ Finalize the baby shower menu
- ✓ Plan which baby shower games you want guest to play (download our FREE Games)

One week before the Baby Shower

- ✓ Establish a final count on your baby shower guest list
- ✓ Call invited guests who have not RSVP'd to the baby shower
- ✓ Wrap baby shower game prizes and guest gifts
- ✓ Buy batteries for camera and video recorder
- ✓ Prepare a printed baby shower menu and download our FREE name tags (if desired)
- ✓ Arrange for additional bins, extra toilet paper, soap etc.

The day before the Baby Shower

- ✓ Begin decorating if you're hosting the baby shower at a home (Remember our FREE Templates)
- ✓ Set up tables, chairs, food table, drink table, etc. if you're hosting the baby shower at a home
- ✓ Buy baby shower drinks if you're hosting the baby shower at a home
- ✓ If you're cooking anything for the baby shower, do whatever you can today
- ✓ If you are baking the baby shower cake, today is the day
- ✓ Make up name tags for guests using our FREE Templates
- ✓ Get the baby shower games ready – make sure you have plenty of pens/pencils (Remember our FREE Games)
- ✓ Prepare a timeline for the day of the baby shower so that you stay on schedule. The timeline should include last minute tasks before the baby shower begins and a schedule to keep the party on track (baby showers are generally 2 to 3 hours)
- ✓ Double-check that every item on the checklist before “The Day of the Baby Shower” is done

The Day of the Baby Shower!

- ✓ Follow your baby shower timeline to stay organized
- ✓ Put balloons on the letterbox or a sign out the front
- ✓ Pick up balloons, flowers and/or other centrepieces if you have ordered them
- ✓ Pick up the baby shower cake if you are not baking it yourself
- ✓ Finish setting up baby shower decorations and put guest gifts out on a table
- ✓ Buy plenty of ice for drinks and setup up drinks and cups
- ✓ Set out food on tables if you're hosting the baby shower at home
- ✓ Designate certain guests to take pictures and video of the baby shower
- ✓ When opening baby shower gifts, keep trash bags close by
- ✓ Write down the baby shower gifts and who they were given by on the back of cards for ease when writing Thank you Cards (use of free thank you card template)
- ✓ Have fun and rest assured that you have planned a wonderful day