



“Baby Shower Checklist” by InvitationConsultants.com

For a successful baby shower be sure to plan ahead. Use the following checklist as a guide to planning your shower.

3 months before the baby shower:

- ☐ Set the date for the shower
- ☐ Make the guest list
- ☐ Choose the location
- ☐ Decide what type of shower to have (formal or informal) (co-ed or women only)
- ☐ Plan the menu
- ☐ Decide on a theme
- ☐ Order invitations

5-6 Weeks before the baby shower:

- ☐ Send the invitations
- ☐ If necessary, order party rentals such as tables and chairs

1 month before the baby shower:

- ☐ Finalize the menu
- ☐ Order the cake
- ☐ Purchase decorations and favors
- ☐ Purchase plates, napkins and utensils
- ☐ Decide on party games
- ☐ Purchase prizes for party games

1 week before the baby shower:

- ☐ Compile a final guest count
- ☐ Purchase a gift for the guest of honor
- ☐ If the event is not catered place your order for food platters, etc.
- ☐ Decide on background music

1 day before the baby shower:

- ☐ Purchase or prepare food, pick up any platters ordered
- ☐ Purchase beverages
- ☐ Wrap gifts
- ☐ Pick up the cake
- ☐ Pick up rentals that aren't delivered
- ☐ Have your camera ready

Day of the baby shower!

- ☐ Start decorating
- ☐ Buy ice and any other last minute items needed
- ☐ Display foods and beverages
- ☐ Prepare a gift table
- ☐ Arrange tables and party favors
- ☐ Relax and have fun