# Baby Shower Checklist

## Things that can be done a few days before the party.

- [ ] Clean house
- [ ] Stock the guest bathroom with hand towels, lotion, guest soaps, a candle, etc.
- [ ] Call your helpers to confirm their duties.
- [ ] Who will pick up orders from the florist, deli, bakery, etc.?
- [ ] Who will record the gifts as they are opened?
- [ ] Who can arrive early to help with last minute things?
- [ ] Who can arrive early to help greet the guests as they arrive?
- [ ] Shop for perishable food items and prepare them as far as you can ahead of time
- [ ] (dicing, marinating, rinsing vegetables, etc.)
- [ ] Pick up anything you're borrowing or renting for the partys (coffee urn, punch bowl, chairs)
- [ ] Pick up any rented or borrowed decorations and start decorating your site.
- [ ] Call to confirm your floral order and the time of delivery. (Early morning delivery day of)
- [ ] Call to confirm deli or catering arrangements.
- [ ] If the guests will be wearing coats or jackets, clear out your coat closet and fill it with empty hangers.

## Things that can be done the day of the party

- [ ] Last minute cooking or baking.
- [ ] Last minute cleaning.
- [ ] Get the balloons.
- [ ] Ask one of your helpers to pick up the bakery order.
- [ ] Ask one of your helpers to pick up the deli order.
- [ ] Ask one of your helpers to pick up any borrowed or rented decorative items.
- [ ] Last minute decorating.
- [ ] If you will be serving a sit-down meal, arrange the place cards in a clever way so the guests
- [ ] are forced to sit next to someone they don't know and mingle.
- [ ] If the food is a buffet, have TV trays or lap trays for the guests.
- [ ] Set out snacks, drinks and appetizers before your guests arrive.
- [ ] Have the games, supplies and game prizes out and ready to go, plus pens and something to wri
- [ ] Designate an area for the gifts.
- [ ] Get out the plates, utensils, napkins, cups.
- [ ] Get out the bowls, plates, platers that you will be seving chips, crakers, muffins, bread.

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