Baby Shower

Planning Checklist

8 WEEKS

- Determine who is hosting
- Determine a budget for the day. Ask for help if you need it
- Choose a location (We can help there)
- Pick a date
- Make a long list of guests: discuss with family members to make sure you have them all

1 WEEK

- Follow up on any late RSVP's
- Put together a goody bag
- Make a plan to get gifts home
- Plan your space a little and arrange family and friends to bring extra chairs or rugs if necessary
- Order, shop and pre cook what you can

6 WEEKS

- Choose a theme for the date : Not necessary but can help with the planning
- Send out invitations
- Send a special invitation to your guest of honour
- Plan a menu
- Go shopping for drinks, decorations and tableware

Day before

- Final sweep and clean of the area
- Set up the decorations and the tables and the party space
- Set out the party favours on a table near the exit
- Set up the games
- Set up a place for gifts to be opened in plain site of all guests

4 WEEKS

- Ask for help on the day for photography
- Create thank you notes for your attendees well in advance so you can send these out in a timely fashion
- Research game ideas and stock up on materials needed to play them

Party Day

- Pick up cake and any other catering
- Pick up balloons and flowers too
- Finish up the decorating and welcome in your guests

Party time

Welcome your guests with a glass of bubbles or a non alcoholic drink - **ENJOY**

VENUE INSIDER