



Baby Shower Checklist

1 to 2 months before

- Set date
- Set budget
- Choose location (home, restaurant, hotel...)
- Create guest list
- Decide on theme and formality
- Select and order invitations
- Choose refreshment style (mimosa brunch, catered meal, hors d'oeuvres, BBQ...)
- Plan menu
- Purchase beverages
- Wrap your gift
- Wrap gifts for game winners

2 to 3 weeks before

- Address and mail invitations, including directions and gift registry information
- Finalize menu and place order for food
- Place order for cake
- Place order for flowers and corsages
- Purchase decorations, centerpieces and favors
- Purchase plates, napkins, utensils, etc.
- Purchase prizes for games
- Arrange to borrow, rent or purchase tables, chairs, linens, serving accessories, decorations, etc.
- Purchase gift for guest of honor or organize group gift
- Arrange for helpers: greeter, drink server, photographer and videographer, gift attendant, food server, etc.

1 week before

- Finalize guest count
- Confirm cake, food and floral orders
- Confirm any rentals

1 day before the event

- Prepare food ahead of time if you can
- Pick up cake
- Pick up any party rentals not being delivered
- Buy ice
- Clean house and party area(s) if you're hosting
- Review game instructions
- Make sure camera and video camera are charged
- Assemble favors
- Assemble centerpieces
- Set up tables and chairs
- Prepare area for gifts (gift table)

Day of the event

- Set tables
- Add favors to place settings
- Decorate
- Prepare for flower and corsage delivery
- Set up food or get ready for caterer
- Set out beverages, glassware, ice, coffee, etc.
- Light candles
- Turn on music
- Welcome guest of honor and make sure she's comfortable
- Present corsages to guests of honor
- Welcome all guests and enjoy!