

Baby Shower Planning Checklist

8 WEEKS BEFORE

- ☐ SET A BUDGET _____
- ☐ SET A DATE & TIME _____
- ☐ PREPARE GUEST LIST
- ☐ CHOOSE LOCATION _____

6 WEEKS BEFORE

- ☐ ORDER CAKE (IF APPLICABLE)
- ☐ ORDER FLOWERS (IF APPLICABLE)
- ☐ BOOK CATERER (IF APPLICABLE)
- ☐ PREPARE GIFT REGISTRY FOR MOMMY-TO-BE
- ☐ BUY INVITATIONS



4 WEEKS BEFORE

- ☐ SEND INVITATIONS
- ☐ CHOOSE A THEME _____
- ☐ DECIDE ON FOOD AND DRINKS TO SERVE
- ☐ ARRANGE TO BORROW OR RENT CHAIRS, TABLES, TABLEWARES, GLASSWARES, UTENSILS



3 WEEKS BEFORE

- ☐ PREPARE SHOPPING LIST (FOOD, DRINKS, DECORS & SUPPLIES)
- ☐ BUY OR PRINT PRINTABLE BABY SHOWER GAMES
- ☐ BUY PRIZES FOR THE GAMES
- ☐ BUY FAVORS
- ☐ BUY SUPPLIES (PLATES, CUPS, NAPKINS, UTENSILS)
- ☐ BUY DECORATIONS (BANNER, POMS, BALLOONS)

2 WEEKS BEFORE

- ☐ SEND REMINDERS TO GUESTS WHO HAVEN'T RSVP'D
- ☐ CONFIRM VENUE
- ☐ CONFIRM CATERER
- ☐ CONFIRM RENTALS
- ☐ BUY ANY NON PERISHABLE FOOD ITEMS
- ☐ BUY BABY SHOWER GIFT FOR MOMMY-TO-BE

4 DAYS BEFORE

- ☐ GO OVER SHOPPING LIST
- ☐ BUY ANY FOOD ITEMS THAT CAN BE FROZEN OR REMAIN FRESH FOR FOUR DAYS
- ☐ PRINT OUT MENUS (FOR SIT DOWN MEALS)
- ☐ PREPARE THANK YOU NOTES

2 DAYS BEFORE

- ☐ PLACE FROZEN FOOD IN REFRIGERATOR
- ☐ GO OVER SHOPPING LIST
- ☐ START CLEANING

1 DAY BEFORE

- ☐ FINAL SHOPPING
- ☐ PREPARE FOOD
- ☐ START SETTING UP TABLE AND DECORATIONS
- ☐ PICK UP FOR BUY FLOWERS
- ☐ PICK UP BALLOONS OR INFLATE BALLOONS
- ☐ PICK UP OR BAKE CAKE AND DESSERT

THE DAY OF THE SHOWER!

- ☐ BUY ICE
- ☐ FINISH SETTING UP TABLES AND DECORATIONS
- ☐ FINISH PREPARING FOOD
- ☐ PLACE FLOWERS
- ☐ PLACE FAVORS
- ☐ SET OUT DRINK STATION (WATER, SODA, JUICE, ICE, COFFEE, AND TEA)
- ☐ PREPARE GIFT TABLE
- ☐ CHARGE PHONE BATTERY FOR PHOTOS

