



BABY SHOWER

PLANNING CHECKLIST

6+ WEEKS BEFORE

- ☐ Set date, time & location
- ☐ Choose a theme
- ☐ Make guest list
- ☐ Send invitations

2 WEEKS BEFORE

- ☐ Confirm with vendors & venue
- ☐ Prepare shopping list
- ☐ Make final guest list

2-3 DAYS BEFORE

- ☐ Decorate the venue
- ☐ Grocery shop
- ☐ Make-ahead foods

1 DAY BEFORE

- ☐ Set up tables & seating
- ☐ Prep foods and beverages
- ☐ Gather games & favors

4 WEEKS BEFORE

- ☐ Plan menu (and order food)
- ☐ Organize games
- ☐ Order decorations
- ☐ Arrange party favors

1 WEEK BEFORE

- ☐ Shop for menu items
- ☐ Update RSVP list
- ☐ Follow up on outstanding RSVPs
- ☐ Organize game supplies & prizes

1 DAY BEFORE

- ☐ Set up tables & seating
- ☐ Prep foods and beverages
- ☐ Gather games & favors

DAY OF SHOWER

- ☐ Decorate balloons, flowers, etc.
- ☐ Arrange tableware & serving
- ☐ Set out foods & drinks