

PLANNING YOUR SHOWER PARTY- CHECKLIST

8 Weeks Before

- ❑ **If you are planning a surprise baby shower, then follow this checklist, but instead of consulting with the expectant mother and father, talk with their friends and family to choose the date, time, theme, guest list, etc.**
- ❑ **First decide who will be planning the Baby Shower party.**
- ❑ **If you are planning a baby shower to be organized by a party planner, contact British Baby Shower as soon as possible to reserve your preferred date.**
- ❑ **Decide on the date of the baby shower.**
- ❑ **Decide on the time of the baby shower.**
- ❑ **Decide how long the baby shower will last.**
- ❑ **Select the Theme for the party.**
- ❑ **Organize the ever-important Guest List.**
- ❑ **Decide what the budget will be.**
- ❑ **Organise baby sitters for other's children if necessary.**
- ❑ **Choose the location of the baby shower party.**
- ❑ **If you decide on holding the shower at a restaurant or other facility, make your reservations now.**
- ❑ **Choose the baby shower food and menu.**
- ❑ **Choose the beverages.**
- ❑ **Are you going to prepare all of the food yourself, or are you planning on asking others to make some of the food? If so, call them now and ask if they will help.**
- ❑ **Having the food catered is an option, and if that is what you are going to do, then reserve the caterer now.**
- ❑ **Start preparing the invitations.**

6 Weeks Before

- ❑ **Finish the Baby Shower Invitations**
- ❑ **Be sure to include the date, time, location, and directions to the Baby Shower party. Also include when and where to RSVP.**
- ❑ **Using the guest list, address all of your baby shower invitations.**
- ❑ **Make a list of the menu and food items you will need. Include serving trays, extra table cloths, silverware, glasses, hot plates, extra chairs and tables, etc.**
- ❑ **Of those items listed above, do you have them all or will you need to rent or borrow what you don't have?**

5 Weeks Before

- ❑ **Decide on the Baby Shower Decorations**
- ❑ **Choose which Baby Shower Games you will play.**

4 Weeks Before

- ❑ **Post the baby shower invitations.**
- ❑ **Finalise how you want to decorate and then buy the decorations.**
- ❑ **Choose which Baby Shower games you will play at the party and decide what prizes you will have for the winners of the games.**
- ❑ **Purchase the prizes.**
- ❑ **Decide what party favours you will give to the guests.**
- ❑ **For your baby shower food and menu, if you are planning to enlist help to prepare the food, make specific assignments of who should bring what.**
- ❑ **If you plan on having a baby shower cake (aka diaper cake or baby cake) at the party as a gift to the mother & as a centerpiece, then order the baby shower cake now.**
- ❑ **If you are having the Baby Shower catered, call the caterer and verify the menu, the date, time, and cost.**
- ❑ **If you are having the Baby Shower at a restaurant, call to verify your reservation.**
- ❑ **If you want a cake for the shower (a real, edible cake) order it from the bakery now.**
- ❑ **Verify that you have someone to baby-sit/entertain any children that the guests may bring.**

3 Weeks Before

- ❑ **Wrap the Baby Shower favours.**
- ❑ **Wrap the prizes for the Baby Shower games.**
- ❑ **Purchase, make or borrow all the Shower Decorations that you will need.**

2 Weeks Before

- ❑ **At the end of this week, you should have received everyone's RSVP. Call anyone who hasn't responded by this time to you have a definite number of who is coming.**

- ❑ **Once you know how many guests will be coming to the Baby Shower, fill in dates, names etc on your game cards.**
- ❑ **Once you know how many guests are coming to the party, if you are doing nametags, print these off for each guest who is coming or buy some blank name tags to have each guest write their own name.**
- ❑ **Once you know how many guests are coming to the shower, purchase enough baby shower favours for all the guests, or finish making your own baby shower favors.**
- ❑ **Wrap the Baby Shower favours**
- ❑ **If you are buying a separate baby shower gift for the expectant mother, purchase it now and wrap it.**
- ❑ **Order any flowers and/or corsage that you want for the shower decorations or centerpiece, or gift.**
- ❑ **Be sure you have the camera equipment ready for the Baby Shower**
- ❑ **Arrange for someone to bring the expectant mother to the Baby Shower. After all, it is her day to be honored & pampered. (husband / father?)**

1 Week Before

- **Wash any plates, glasses, utensils, serving trays, bowls, and any thing else that you will need for serving the food.**
- **Think about and plan the room arrangement.**
- **Prepare any food that can be frozen - this will save you a lot of worry & stress on the day before and day of the baby shower.**
- **Be sure you have clean linen. Table cloths, napkins, etc.**
- **Clean your house, or wherever you are holding the baby shower.**
- **Decide on what outfit you are going to wear for the Big Day, and make sure it is clean, pressed, and ready to go.**
- **Make sure the guest bathroom is clean and ready.**
- **As the Baby Shower day approaches, check the weather forecast for that day, just so you will know what it will be like. This is especially important if you are holding the shower outdoors. You will also be able to let the guests know if they should expect inclement weather (especially if any guests are traveling long distance).**

2 Days Before

- **Make a shopping list of all the food and grocery items you will need for the baby shower menu.**
- **Buy the food, beverage, and grocery items that you will need for the baby shower food.**
- **Decide where you will put the guests' coats or other items (in the coat closet, in a separate room, etc.).**
- **Designate and ask someone to write down the baby shower gifts that the mother-to-be receives and from whom.**
- **Prepare a table for location for the presents.**
- **Review the baby shower games & instructions so they will flow smoothly during the shower.**
- **Call anyone who is bringing food to remind them and to make sure they will show up a little early.**
- **Charge any batteries needed for your video camera.**

The Day Before

- **If you ordered flowers, or a corsage, pick them up.**
- **If you ordered any food trays or a cake for the Baby Shower, pick them up.**
- **Pick up any Baby Shower Decorations, props, tables, chairs, or anything else that you are renting or borrowing for the baby shower party.**
- **Decorate the party room with all your Baby Shower decorations.**
- **Prepare plenty of ice**
- **Prepare the Baby Shower food.**
- **Organize the food how you want to serve it**
- **Set up the baby shower room (tables & chairs) how you have planned it.**

- **Does the party room need more light etc?**

The Baby Shower Day!

- **Call the expectant mother and make sure she is doing well, feeling good, and ready for a party!**
- **Put out any street, yard, or house signs that will help the guests find your house.**
- **Prepare the beverages.**
- **Arrange the tables, food, and buffet area.**
- **Take out any and all dishes, food, or desserts from the freezer. Be sure to do this so the food has plenty of time for them to thaw out.**
- **Check and adjust the temperature if needed.**
- **Do you want to play any mood music (children or baby songs, lullabies, etc) or just fun, relaxing music in the background?**
- **Set out baby shower favours on a table or display them with the centerpiece or baby shower gift table.**
- **If you ordered any balloons, pick them up and arrange them in your decorations or displays.**
- **Review the Timeline and Schedule of the order of how the baby shower events will go.**
- **Have all your baby shower game props, papers, hand-outs, and pens in one place so you know exactly where they are.**

SIT BACK AND ENJOY THE DAY – YOU HAVE EARNED IT!