

Printable Baby Shower Checklist

Here is a comprehensive and easy-to-use Baby Shower Checklist to help you plan the perfect baby shower:

6-8 Weeks Before

This might seem a little too soon to start planning a baby shower, but trust me. It always seems to creep up on you faster than you realize.

- ☐ First decide who will be planning the Baby Shower party.
- ☐ 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 perfect Baby Shower Theme for the party.
- ☐ Organize the ever-important Guest List.
- ☐ Decide what the budget will be.
- ☐ Will some of the guests be bringing their children? If so, make plans to have someone baby-sit/entertain the children.
- ☐ 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.
- ☐ If you are planning a surprise baby shower, then follow the above 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.

- ☐ Start preparing the invitations.

Baby Shower Checklist

5-6 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. Use some of these envelope designs if you would like...
- ☐ 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?

Baby Shower Checklist

5 Weeks Before

Planning a Baby Shower is a piece of cake, right?

- ☐ Decide on the Baby Shower Decorations
- ☐ Register the mommy-to-be at 1 or 2 Baby Registries
- ☐ Choose which Baby Shower Games you will play.

Baby Shower Checklist

4 Weeks Before

We're Halfway There, We can do it!!

- ☐ Mail out the baby shower invitations.

- ☐ Finalize how you want to decorate and then buy the decorations that you will need. Most craft or party supply stores will have everything you want.
- ☐ Finalize what 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 favors 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. Be sure to let them know how many people you have invited to the baby shower party.
- ☐ 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.

Baby Shower Checklist

3 Weeks Before

- ☐ Wrap the Baby Shower favors.
- ☐ Wrap the prizes for the Baby Shower games.
- ☐ Purchase all the Baby Shower Decorations that you will need.
- ☐ Make any Baby Shower Decorations that you planned on making.

- ☐ Borrow any Baby Shower Decorations that you planned on borrowing.

Baby Shower Checklist

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, print off any baby shower games that require each guest to have their own game sheet, or Bingo card, or other prop or paper.
- ☐ Purchase the game supplies and props that you will need (baby items, baby food, etc).
- ☐ Gather any other supplies and props that you will need for all of your Baby Shower Games that you have at your house or that you can borrow from others (baby items, clothes line, baby doll, etc.)
- ☐ 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 favors for all the guests, or finish making your own baby shower favors.
- ☐ Wrap the Baby Shower favors (if you are going to wrap them).
- ☐ 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 following ready for the Baby Shower
 - Camera
 - Video Camera
 - Camera Film
 - Tapes for the Video Camera
 - Batteries for both
 - Disposable cameras to leave around the party room so guests can take

candid pictures (if you want)

- ☐ Arrange for someone to bring the expectant mother to the Baby Shower. After all, it is her day to be honored & pampered. (Possibly her husband could bring her?)

Baby Shower Checklist

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).

Baby Shower Checklist

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. This will be needed for the Thank You cards, and it will also save you some work and worry.
- ☐ 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.

Baby Shower Checklist

The Day Before

Almost There! We're on a Roll!

- ☐ 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.
- ☐ Buy plenty of ice.
- ☐ Prepare the Baby Shower food.
- ☐ Organize the food how you want to serve it (on trays, in serving bowls, etc).
- ☐ Set up the baby shower room (tables & chairs) how you have planned it.

- ☐ Does the party room need more light?

Baby Shower Checklist

The Baby Shower Day!
Calm Down - It's going to be Great!

- ☐ 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 favors 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.