

baby shower checklist

: date, time, place :

date: _____
 time: _____
 place: _____

: theme :

: budget :

\$ _____

: activities :

: menu :

: the checklist :

- Determine who will host (this can be more than one person)
- Determine a budget and who will contribute if multiple hosts
- Determine the date & time
- Determine location
- Determine if you are mailing invitations or doing an online invitation
- Determine an RSVP date (generally 1 week prior)
- Ask mom-to-be to compile list of guests and addresses or email addresses
- If mailing, create or order paper invitation and envelopes
- If mailing, set a time to mail the invitations
- If doing online invitation, create and send the invitation
- Determine theme
- If there are multiple hosts, delegate responsibilities
- Make a plan for how the mom-to-be will get to the shower
- Plan a menu
- Determine if you'll use dish/service ware or paper products
- Determine the Emcee
- Determine the timing of the shower (eating, mingling, games, notes to the mom-to-be, gifts, etc.)
- Make a plan for coats and bags overflow
- Talk with mom-to-be about any "special guests" she would like seated near her
- Make name cards if necessary
- Plan for décor
- Plan for set-up
- Purchase (or make) cake
- Determine drinks
- Plan games & prizes
- Plan book of blessings
- station
- Plan affirming words time
- Plan for people to pray
- Arrange a group gift
- Plan a gift or goodie bag for guests
- Shop for food and/or delegate food items for others to bring
- Shop for decorations, prizes, goodie bags, etc., and assemble
- Gather all of the dish/service ware that you will use or purchase paper products
- Rally your volunteers for preparing food, putting up decorations, serving food, setting up, cleaning up, etc.
- If the shower is in your home, plan a cleaning day
- Assign someone to write out list of gifts
- Follow up on those who haven't yet RSVP'd
- Assign a photographer
- Make a plan for helping mom-to-be get gifts home
- Put balloons or a big bow on the mailbox of your home or signs direction people if it's in a building
- Tear down

