

## Baby Shower Party Planner

Timeline	Activity	Done
8 weeks prior to your baby shower	Confirm the date & time for the party with the mother-to-be Confirm the location for the baby shower party Prepare the invitation list with the mother-to-be Choose the theme for the baby shower party, if applicable Create, or order, the invitations (see our DIY kit page) Prepare a listing of foods & drinks that will be served	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6 weeks prior to your baby shower	Post the invitations to intended guests Select the games to be played (see our DIY kit page) Begin purchasing the prizes for game winners Arrange the bombonieres for the guests Confirm the foods & drinks with the mother-to-be Choose a table centrepiece <sup>(1)</sup> <i><sup>(1)</sup> Note: Consider the option of making this a gift to the mother-to-be or a prize for a game winner.</i> If the Dad-to-be will be present buy a small gift for him	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4 weeks prior to your baby shower	Organize the cake if you're not preparing it yourself Organize adequate cutlery is available for the guests Ensure adequate tables & chairs will be available Confirm the number of guests that will be attending <sup>(2)</sup> <i><sup>(2)</sup> especially important if the party will be held at a restaurant</i> Purchase & wrap your gift for the mother-to-be <b>Order your DIY kit from Itty Bitty Bellies if required</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2 weeks prior to your baby shower	If necessary, arrange transport for the mother-to-be Buy decorations, balloons, &c <sup>(3)</sup> <b><sup>(3)</sup> Order from Itty Bitty Bellies</b> Confirm guests who haven't RSVP'd Prepare a party plan timetable Organize 2 guests to assist – 1 to present the gifts to the Mother-to-be, and 1 to dispose of the wrappings Organize a guest to records the guests and their gifts	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1 week prior to your baby shower	Prepare all frozen foods to be served at the party Arrange for guests to take photographs <sup>(4)</sup> <i><sup>(4)</sup> Consider providing a disposable camera for every 2 guests</i> If the party is at your home – clean it !	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2 days prior to your baby shower	Confirm last minute changes with the mother-to-be Confirm that the cake will be ready Arrange decorations for the party Arrange tables & chairs, table centrepiece & a gift table	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1 day prior to your baby shower	Buy/Prepare all foods & drinks for the party Collect cake from bakery, if ordered Buy flowers Arrange rubbish receptacles	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Baby Shower Party Day	Inflate balloons & finalise decorations, tables &c Ensure the Mother-to-be is comfortable Welcome & introduce the guests to each other Ensure the helpers are OK in their roles <b>RELAX &amp; ENJOY</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>