

Baby Shower Checklist

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- Set date
- Set budget
- ☐ Choose location (home, restaurant, hotel...)
- ☐ Create guest list
- Decide on theme and formality
- Select and order invitations
- ☐ Choose refreshment style (mimosa brunch, catered meal, hors d'oeuvres, BBQ...)
- ☐ Plan menu

2 to 3 weeks before

- Address and mail invitations, including directions and gift registry information
- ☐ Finalize menu and place order for food
- ☐ Place order for cake
- ☐ Place order for flowers and corsages
- ☐ Purchase decorations, centerpieces and favors
- ☐ Purchase plates, napkins, utensils, etc.
- Purchase prizes for games
- ☐ Arrange to borrow, rent or purchase tables, chairs, linens, serving accessories, decorations, etc.
- Purchase gift for guest of honor or organize group gift
- ☐ Arrange for helpers: greeter, drink server, photographer and videographer, gift attendant, food server, etc.

1 week before

- ☐ Finalize guest count
- ☐ Confirm cake, food and floral orders
- Confirm any rentals

- Purchase beverages
- Wrap your gift
- Wrap gifts for game winners

1 day before the event

- ☐ Prepare food ahead of time if you can
- ☐ Pick up cake
- ☐ Pick up any party rentals not being delivered
- Buy ice
- ☐ Clean house and party area(s) if you're hosting
- ☐ Review game instructions
- ☐ Make sure camera and video camera are charged
- Assemble favors
- Assemble centerpieces
- ☐ Set up tables and chairs
- ☐ Prepare area for gifts (gift table)

Day of the event

- Set tables
- Add favors to place settings
- Decorate
- ☐ Prepare for flower and corsage delivery
- Set up food or get ready for caterer
- ☐ Set out beverages, glassware, ice, coffee, etc.
- ☐ Light candles
- ☐ Turn on music
- Welcome guest of honor and make sure she's comfortable
- Present corsages to guests of honor
- Welcome all guests and enjoy!

