

# BABY SHOWER

## *checklist*

### 3-4 MONTHS BEFORE

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- ☐ PICK A THEME
- ☐ SET YOUR BUDGET
- ☐ CHOOSE DATE/TIME
- ☐ DECIDE ON LOCATION
- ☐ HELP SET UP BABY REGISTRY

### 1-2 DAYS BEFORE

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- ☐ DECORATE + SET UP KEY STATIONS
- ☐ SET UP NON-PERISHABLE ITEMS
- ☐ SET UP PHOTOBOOTH
- ☐ FINALIZE MUSIC PLAYLIST
- ☐ SET OUT GAMES AND PRIZES

### 6-8 WEEKS BEFORE

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- ☐ FINALIZE GUEST LIST
- ☐ SEND INVITES
- ☐ BOOK VENDORS AND RENTALS
- ☐ PLAN MENU
- ☐ SHOP DECORATIONS AND FAVORS

### DAY OF

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- ☐ DO A FINAL VENUE WALKTHROUGH
- ☐ SET UP FOOD + DRINK STATIONS
- ☐ FACILITATE GAMES
- ☐ MANAGE GIFT OPENING
- ☐ TAKE PHOTOS (IF NO PHOTOGRAPHER)

### 2-4 WEEKS BEFORE

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- ☐ CHOOSE GAMES/PRIZES
- ☐ CREATE EVENT TIMELINE
- ☐ PLAN ROOM SETUP
- ☐ BUY GIFT FOR MOM

### POST EVENT

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- ☐ CLEAN UP VENUE
- ☐ ORGANIZE + TRANSPORT GIFTS
- ☐ HELP WITH RETURNS/DUPPLICATES
- ☐ SEND THANK YOU NOTES

### 1 WEEK BEFORE

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- ☐ CONFIRM RSVPS/GET HEADCOUNT
- ☐ MAKE SHOPPING LIST
- ☐ CONFIRM VENDORS/RENTALS
- ☐ ASSEMBLE FAVORS/DIY DECOR

### EXPERT TIPS

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- ☐ DELEGATE TASKS
- ☐ USE DIGITAL TOOLS TO STAY ORGANIZED
- ☐ PACK A "JUST IN CASE" KIT
- ☐ BOOK VENDORS AND RENTALS EARLY

