

# BABY SHOWER CHECKLIST

## For host(s)-to-be

### TIPS TO GET STARTED

- ☐ **Enlist help.** No need to plan the entire party on your own! Delegate tasks to willing friends and family to help reduce your stress and allow others to feel included in the process. You might also consider finding 1–2 people to co-host with you.
- ☐ **Get ideas from the internet.** Resources like Pinterest, Etsy, TikTok, Instagram and Babylist are full of fun, creative and trending ideas for everything from baby shower themes to games to party favors.

### TWO MONTHS BEFORE THE SHOWER

- ☐ **Decide on the vibe of the shower.** Do you want a more traditional shower or something more trendy or unconventional? Do you want it to be co-ed? What personalized touches can you add to make it feel more special to the expecting parent(s)?
- ☐ **Set the budget** early on so you don't accidentally go overboard, especially if you're hiring services like catering.
- ☐ **Make a guest list** and gather guests' contact information to send out invitations (mailing address, email address and/or phone number).
- ☐ **Pick a date and time.** Consider the schedules of the parents-to-be and any out-of-town guests.
- ☐ **Pick a theme.** Not an absolute must, but can help tie together decor, food, games and favors. Also a great opportunity to make the shower really personal for the parent(s)-to-be.
- ☐ **Pick the venue.** Whatever vibe you're going for can help determine what kind of space you need: indoor or outdoor, rented venue or someone's home, casual or formal, etc.

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### FOUR TO SIX WEEKS BEFORE THE SHOWER

- ☐ **Send invitations** either by email, snail mail or even text message. Make sure to include all shower info:
  - Date & time
  - Location
  - How to RSVP (text/email the host, respond to digital invite, etc)
  - Registry info
- ☐ **Plan food and drinks.** Place orders for any refreshments and desserts.
- ☐ **Plan games and activities.** If you want to include them, two to four activities is plenty to keep guests entertained. They can be a mixture of traditional pen-and-paper games, active games or creative activities (like decorating a bodysuit or baby blocks).
- ☐ **Buy decor** to match your theme, including balloon arches and centerpieces.
- ☐ **Rent equipment and furniture** if you need chairs, tables, balloon equipment, activities, lawn games, etc.
- ☐ **Hire vendors.** If you're thinking of hiring any professionals to help with day-of tasks, be sure to secure them early.
  - ☐ **Hire caterer**
  - ☐ **Hire entertainment** (DJ, live band, magician, etc.)
  - ☐ **Hire event decorator**
  - ☐ **Hire photographer**
  - ☐ **Hire photo booth or other activities**

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### ONE TO TWO WEEKS BEFORE THE SHOWER

- ☐ **Finalize headcount/confirm RSVPs.**
- ☐ **Confirm reservations for location and any vendors.**
- ☐ **Buy party favors.** Just one or two smaller gifts for each guest is enough, and they can even be customized to fit the shower theme and guest-of-honor.
- ☐ **Buy whatever you need for the activities.** Don't forget the small items, like markers and paints for decorating baby items and pens and pencils for paper games. This is also the time to print any paper games.
- ☐ **Buy game prizes.** These can be slightly higher-priced than the party favors, like gift cards, nice candles, plants or bottles of wine.
- ☐ **Choose music.** If you're not hiring a DJ, create your own playlist to set the tone for the shower and keep the party rhythm flowing. (This is an easy task to delegate if you need to take something off your plate!)
- ☐ **Plan the event schedule.** Decide whether you want to follow a structured order of activities or give the shower a loose flow, allowing guests to mingle, eat and participate in activities as they choose to.

### DAY OF THE SHOWER

- ☐ **Prep any food and drinks that aren't ordered.** Make a grocery run one to two days before the shower, and put drinks in the fridge or on ice a few hours before guests arrive.
- ☐ **Set up/decorate party space.** Have some decorations like balloons outside to make the location more noticeable for guests.
- ☐ **Assign someone to keep track of gifts.** If the guest of honor is opening gifts at the shower, have someone write down each gift and who they're from. Or if you're having a display shower, designate a table and someone to keep track of who brought what.
- ☐ **Assign one or two people to take photos** if you don't have a photographer. Guests will be busy enjoying themselves, so co-hosts can help make sure the memories are captured.