

Baby Shower Planning Checklist

Guest of honor _____ Shower date _____ Host(s) _____

10 to 12 weeks before

- [ ] Agree on the host and co-hosts, and who pays for what
- [ ] Ask the parents-to-be about style, guest limit and any no-go ideas
- [ ] Choose the date (often 28 to 32 weeks) and a backup date
- [ ] Set a total budget and keep a 10% buffer
- [ ] Draft the guest list and set a headcount cap
- [ ] Decide the format: in person, virtual, sprinkle, co-ed or surprise
- [ ] Book the venue or confirm the home, and ask about decor rules
- [ ]

6 to 8 weeks before

- [ ] Pick a theme or colour palette
- [ ] Confirm the registry is live, with a range of prices
- [ ] Collect mailing addresses and emails for every guest
- [ ] Send save-the-dates to out-of-town guests
- [ ] Choose the menu or caterer and note any allergies
- [ ] Decide how long the shower runs and whether gifts are opened
- [ ]

4 to 6 weeks before

- [ ] Send invitations with an RSVP date and registry link
- [ ] Set up a tracker for replies, plus-ones and kids
- [ ] Order the cake, cupcakes or dessert
- [ ] Order decor, tableware and balloons
- [ ] Choose two or three games and buy prizes
- [ ] Ask friends to help (food, setup, photos, gift list)
- [ ] Reserve rentals: tables, chairs, drink dispensers
- [ ]

2 weeks before

- [ ] Chase missing RSVPs and close the list
- [ ] Give the caterer or bakery a final headcount
- [ ] Write the day-of timeline and share it with helpers
- [ ] Make a playlist or pick the music source
- [ ] Prepare favors, signs and printed games
- [ ] Buy thank-you cards and stamps
- [ ] Check the weather plan for any outdoor space
- [ ]

Final week

- [ ] Shop for food, drinks, ice and paper goods
- [ ] Bake or prep anything that can be made ahead
- [ ] Clear fridge and freezer space
- [ ] Pack a day-of kit: tape, scissors, bin bags, pens, wipes
- [ ] Confirm delivery or pick-up times
- [ ] Set out serving dishes with sticky-note labels
- [ ] Charge the camera or phone
- [ ]

Day of the shower

- [ ] Arrive early and set up food, drinks and gift table
- [ ] Put out a guest book or advice cards
- [ ] Assign someone to record who gave which gift
- [ ] Welcome guests and start the first activity
- [ ] Serve food, then cake, then open gifts
- [ ] Take group photos before people leave
- [ ] Pack gifts, cards and leftovers for the parents
- [ ]

After the shower

- [ ] Return borrowed items and rentals
- [ ] Settle costs with co-hosts
- [ ] Send the gift list to the parents
- [ ] Mail thank-you notes within two to three weeks
- [ ] Share photos with guests
- [ ]

Count back from the shower date and write real dates beside each group.

calendarkite.com