



**SIMPLEST™**  
**Baby Shower  
Planner**



# Baby Shower

## PLANNING CHECKLIST

### 3 Month before

- Determine who is hosting
- Pick a date and time
- Set a budget
- Choose a location
- Prepare a guest list
- Set up baby registry

### 2 Month before

- Pick a theme
- Design / Order / Buy invitations
- Send Invitations
- Determine Food & Drinks to serve / menu
- Order Flower (if applicable)
- Book Caterer (if applicable)
- Order Cake (if applicable)
- Arrange entertainment (if applicable)

### 1 Month / 4 wks before

- Check RSVP list & guest count
- Arrange to borrow or rent:  
(chairs, tables, tableware, glassware & utensils)
- Plan the shower program
- Arrange for someone to take pictures

### 3 wks before

- Prepare shopping list  
(food, drink, decor and supplies)
- Buy or prepare baby shower games
- Buy prizes for the games
- Buy favors or prizes for games
- Buy supplies ( plates, cups, napkins, utensils)
- Buy or make decorations

### 2 wks before

- Send reminder for those who have not RSVP'd
- Confirm Venue
- Confirm Caterer
- Confirm Rentals
- Buy any non perishable food items
- Arrange & confirm any helpers during the event

### 4 days before

- Go over shopping list
- Buy food items that can be frozen or can stay fresh
- Prepare thank you notes
- Wash Serving trays, etc.
- Call & Confirm arrangements with vendors

### 2 days before

- Clean House (or place shower will be held)
- Begin food prep
- Have a comfy chair and pillows for mom-to-be

### 1 days before

- Do your final shopping
- Finish preparing food (in not catering)
- Start setting up and decorating
- Pick-up flowers
- Pick-up balloons or inflate them
- Pick-up cake

### The day of the shower

- Finish setting up & decorating
- Place Flowers
- Set up drink station
- Buy Ice & Prepare gift table
- Arrange for someone to take notes of gifts given

# Baby Shower PLANNER

EVENT DATE:

EVENT TIME:

# OF GUESTS:

EVENT LOCATION

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THEME

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REGISTRY

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FOOD	
WHAT	WHO

BEVERAGES	
WHAT	WHO

GAMES / ACTIVITIES	
WHAT	WHO

DECORATIONS	
WHAT	WHO

GAMES & PRIZES	
WHAT	WHO

