

BABY SHOWER PLANNING CHECKLIST

brought to you by A Jubilee Day!

8-9 WEEKS BEFORE

- ☐ Determine who is hosting the shower.
- ☐ Set your budget.
- ☐ Pick a date.

Will you be hosting alone or co-hosting the baby shower? This is important information to help you start delegating. Divide and conquer!

This is important to do at the very beginning. Your budget will dictate the type of baby shower you are able to throw.

Schedules can be tricky. Give yourself enough time to agree on a date with the mom-to-be, her immediate family and your other hosts (if you have them). Try for a date 1-2 months before the baby comes. Don't get too caught up on trying to find a good date for *everyone* that will be invited. You will never find a good date everyone likes. So make sure you and the important people are all set. The rest will come and open their schedules if they really want to be there!

6 WEEKS BEFORE

- ☐ Book a venue.
- ☐ Choose your theme.
- ☐ Make a guest list and start the invitation process.
- ☐ Plan the menu.

You can even start looking for a venue in weeks 8 and 9 if you know it will be popular and may be booked. But you have to determine the date before you can find the location.

Now to me this is the fun part! Talk with the mom-to-be and see what she wants. Maybe channel your baby shower theme to match her nursery theme. You can give her the decor and signs you used for the shower to decorate her nursery!

Decide if this will be a couples shower or just ladies. The list should come from the mom-to-be and you can help her narrow (or expand) as needed. Start thinking about the invitation. Shop and select the invitation you want to use. Start editing and assembling.

There are so many options available to you! Once you decide on the location, time of day and theme, you will have a better idea what kind of meal is appropriate. Brunch, light dinner, appetizers, etc.

4 WEEKS BEFORE

- ☐ Send out invitations.
- ☐ Decide on activities for the party.
- ☐ Write the itinerary for the day.
- ☐ Go shopping for decor and supplies.
- ☐ Place your orders.

You should have all your invitations printed, assembled and ready to be sent out. Be sure you provided clear directions to the location and an RSVP deadline of no later than a week before the event.

Games, prizes, presentations, etc. A baby shower suite will help you check this box off easy! Get all your paper supplies in one purchase. Stock up on whatever supplies you need for these.

This may seem silly but it is a game changer! Write an hour by hour guide to what activities will happen when. This will help you stay on track that day better than anything else!

Scour Pinterest, look through magazines, browse craft stores, shop online. Shop for the food table display (what utensils or food containers do you need?), table center pieces, activity "stations", etc. If you need to order decor online be sure you check your delivery date and determine your package will be there in time. The key to a memorable party is in the details!

Order the cake, desserts, food, rental chairs/tables, etc.

1 WEEK BEFORE

- ☐ Follow up with RSVPs.
- ☐ Assemble favors and decor pieces.

Be sure your guest list is as accurate as possible. If you haven't heard from someone give them a call. You want to be sure you have enough food, supplies and favors.

Put together all your favors. Wrap the prizes for your games. Print all your game cards out and double check you have enough supplies (pencils, pens, etc.). Put your directional signs in frames. Create your banners.

3 DAYS BEFORE

- ☐ Clean!
- ☐ Finish any food/decor shopping.

If the party is at your home, give your house a solid clean. Kitchen, bathrooms, vacuum and sweep. Is it in your yard? Do a little yard work to get your place looking good!

Prepare as much of the food in advance as you can. Start setting up any decor you feel won't be in the way of your daily life! Call any place you have food orders into and be sure everything is still on for the day of the event. Pay ahead of time if you can.

1 DAY BEFORE

- ☐ Setup your party space.
- ☐ Clean again!

The rentals should be delivered by now. Really. They should be there the day before (if not sooner). Whether the event is at your house or another venue start to set up as much as you can. Table cloths, signs, balloons, vases (put the flowers in tomorrow), food area utensils, etc. Arrange your furniture and set up your favors and prizes.

Give your party space one more look over. A quick sweep and a check on the bathroom should be good.

PARTY DAY (GET STARTED EARLY!)

- ☐ Pick up food, cake, balloons, and flowers.
- ☐ Give yourself time to relax and get ready.

Go out as early as possible and pick up all your food items, flowers, balloons, etc. Always call ahead of time to be sure your order will be ready to go and you are not wasting time standing around!

Schedule your chores to be done early enough so you can shower, primp and take a deep breath. You did all this work and deserve to enjoy the party too! Enjoy!