

The Baby Caboodle Baby Shower Checklist

Things to do 6 weeks before the day of the shower:

- Meet with the mother-to-be to and go over:
- The best date and time for the baby shower, when planning the date check the calendar. Make sure it doesn't conflict with any known holidays or celebrations.
- Find out the mother-to-be's likes and dislikes. ie. foods, colors and nursery decor. This will help you plan the style of shower theme you may want to follow.
- Ask her start her baby shower guest list along with their addresses. You will need the addresses to send out the shower invitations.
- Decide where to host the shower.
- Find out where and if she is registered for baby gifts. If she hasn't but is planning to, let her know when you will need the registration information so you can put it in the shower invitations.

Things to do 5 weeks before the shower:

- Plan a budget for the baby shower.
- Make a decision about the theme you will be using for the shower.
- Plan the shower menu.
- If you are hosting the baby shower at a banquet hall or other similar location reserve the date for the day of the baby shower.

- Check in with the mother-to-be on the guest list and any other items you that you may have thought of or need.

Things to do 4 weeks before the shower:

- Pick out the shower invitations and address them, that way they are ready to be mailed when it's time without having to do so when you are getting pressed for time.
- Decide which baby shower favors, items and games you are planning to make and which you will need to order.

Things to do 3 weeks before the shower:

- Send out the shower invitations.
- Order the cake and centerpieces for the baby shower if you are not making them.
- Place the order with the caterer if you are planning to use one.
- Reserve enough tables and chairs to accommodate your guests.

Things to do 2 days before the shower:

- Check your camera and camcorder to make sure you have all the film, batteries and it is fully charged to use.
- Plan a timeline and write it down. The baby shower will run smoother if you know how it is going to unfold. The average baby shower usually last 2-3 hours.

The day before the shower:

- Set up your tables and chairs and start decorating if it is going to be held in your home.
- Start cooking the food for the baby shower.
- Bake and decorate the baby shower cake if you are not buying one.
- Pick up any items you may have ordered for the shower.
- Check your "to do list" to make sure everything that was to be done has been done. If it has not and you are running out of time call in recruits. Check your shower checklist one more time.
- Do any last minute shopping (ice, drinks, tape, scissors)

The day of the shower:

- Get yourself ready! Take your shower, put on your makeup and whatever else you need to do to be personally prepared.
- Finish your meal preparations.
- Set up your tables with the tableware, centerpieces, cake and any other decorations that you are using.
- Finish decorating for the party.
- Take care of any last minute straightening or cleaning that needs to be done.
- Put on your happy face and get ready to greet your guest with a smile.

Ask a few of the guests to help take the pictures, videotape, and record gifts for the mother-to-be.

And last but not least don't forget to have a great time!