

THE  
BABY SHOWER  
CHECKLIST

DATE: \_\_\_\_\_  
 TIME: \_\_\_\_\_  
 PLACE: \_\_\_\_\_  
 THEME: \_\_\_\_\_

TASKS		NOTES	DONE
2 Months Before	Set Budget		
	Select a Theme		
	Find A Venue		
	Order Decorations and Invitations		
	Order Supplies for Goody Bags		
	Book Caterer and Photographer		
	Plan Menu		
	Plan Cocktails (if applicable)		
	Order Floral Arrangements		
	Address Invitations		
	Mail Invitations		
	Plan Entertainment		
	Plan Games and Prizes		
4 Weeks Before	Plan Your Wardrobe (Remember the theme!)		
	Organize RSVP's		
2 Weeks Before	Buy Baby Gift -Fill Goody Bags		
	Confirm Venue		
	Confirm Caterer		
1 Week To Go	Confirm Photographer		
	Call On RSVP's		
	Prepare Food ( If Applicable)		
	Charge Camera (If Applicable)		
	Write Thank You Notes		