

Baby Shower Checklist

A step-by-step planning guide to organize a memorable, stress-free baby shower from start to finish.

Set the Plan and Timeline

- ☐ Confirm the date and time with the parent-to-be before anything else.
- ☐ Decide on a theme or color palette to guide your other choices.
- ☐ Set a realistic budget and split costs if you are co-hosting.
- ☐ Choose whether the shower is in-person, virtual, or a mix of both.
- ☐ Build a rough timeline working backward from the event date.
Aim to send invitations about six weeks out.
- ☐ Assign tasks among co-hosts so no one is overloaded.

Guest List and Invitations

- ☐ Draft the guest list and confirm it with the parents.
- ☐ Gather mailing addresses or email addresses for everyone.
- ☐ Decide whether to host a co-ed shower or partner-inclusive event.
- ☐ Send invitations with date, time, location, and RSVP details.
- ☐ Include registry information or gift preferences on the invite.
- ☐ Track RSVPs and follow up with anyone who has not replied.
Confirm the final headcount about a week before.

Venue and Setup

- ☐ Choose a venue that comfortably fits your expected guest count.
- ☐ Reserve the space or prepare the host's home well in advance.
- ☐ Plan seating so guests can mingle and see gifts being opened.
- ☐ Arrange tables for food, drinks, gifts, and the favor display.
- ☐ Check for parking, restrooms, and easy access for older relatives.
- ☐ Set up a comfortable spot for the parent-to-be to relax.

Food and Drinks

- ☐ Decide on the menu style: full meal, brunch, or light bites.
- ☐ Plan a mix of savory snacks, fresh fruit, and a sweet treat.
- ☐ Order or bake a cake, or set up a dessert table.
- ☐ Offer plenty of non-alcoholic drinks like mocktails and sparkling water.
- ☐ Account for dietary restrictions and allergies you collected with RSVPs.
Label dishes so guests can spot allergens at a glance.
- ☐ Stock plates, cups, napkins, utensils, and serving tools.

Decorations and Atmosphere

- ☐ Hang a banner, backdrop, or balloon arch as a focal point.
- ☐ Set up table centerpieces that match your color palette.
- ☐ Create a welcome sign or photo corner for guests.
- ☐ Prepare a gift display table and a spot for cards.
- ☐ Build a simple playlist for background music.
- ☐ Have a camera or phone ready to capture candid moments.

Games and Activities

- ☐ Pick one or two easygoing games that suit your guests.
- ☐ Print or prepare any game sheets, pens, and props in advance.
- ☐ Gather small prizes for game winners.
- ☐ Set out a guest book or advice cards for parents to keep.
- ☐ Plan a meaningful keepsake activity, like signing a onesie or a wish card.
- ☐ Build in quiet mingling time so the day never feels forced.

Favors, Gifts, and Wrap-Up

- ☐ Choose simple party favors and set them out for guests to take.
- ☐ Designate someone to record gifts as they are opened.
- ☐ Keep a notepad handy for thank-you note details later.
- ☐ Arrange help to transport gifts home for the parents.
- ☐ Prepare to-go boxes for leftover food and cake.
- ☐ Tidy and return any rented or borrowed items promptly.

Send thank-you notes within a couple of weeks.