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.
  Add direct registry links or store names so guests can easily browse verified parental preferences.
- [ ] 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.
  Use a supportive armchair with pillows, ensuring they have easy footrest access and good visibility.

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.
  Fun mocktails ensure the guest of honor feels included and fully celebrated during toasts.
- [ ] 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.
  Place pens and cards near the entrance so guests can write messages as soon as they arrive.
- [ ] 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.
  Track each gift alongside the giver's full name to make writing thank-you notes seamless later.
- [ ] Keep a notepad handy for thank-you note details later.
- [ ] Arrange help to transport gifts home for the parents.
  Designate a car with an empty trunk and assign volunteers to load boxes after the party ends.
- [ ] Prepare to-go boxes for leftover food and cake.
- [ ] Tidy and return any rented or borrowed items promptly.
  Note who lent what as you pack up so every dish, chair and decoration goes back to the right person.