

## PARTIES/CELEBRATIONS

### BABY SHOWER CHECKLIST

- Pick a Date and Time
- Pick a Location
- Develop a guest list
- Obtain mail addresses or email addresses for each invitee
- Design or Purchase Invitations
- Determine if there is a need to rent additional tables and chairs; Call rental store
- Determine if there is a need to rent table linens, punch bowls, coffee service; call rental store
- Consider taking pet dog(s) to a neighbor's house for the hours of the party
- If planning an outdoor party, create a rain contingency plan

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#### Three - four weeks prior

- Ask the new Mom for a list of gift items or stores where she is registered – make this list available to invitees
- Mail Invitations; ask for RSVP
- Plan the menu
- Plan beverages
- Test any recipes that have not been tried before

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#### Two weeks prior

- Plan 3 easy games
- Purchase prizes for game winners (and purchase an extra prize in case of tie)
- Assemble recipes/shopping list needed for food and drink
- Identify need for coolers, ice buckets or other drink containers
- Identify what cups and glasses will be needed
- Determine silverware needs; purchase plastic or clean/polish silver service
- Decide on decorations, balloons, fresh flowers, centerpieces and order if needed
- Arrange delivery for flowers and balloons

- Order a cake
- Nominate a friend to take photos on the day of the shower or provide disposable cameras for the guest
- Purchase party store decorations

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#### One week prior

- Gather serving dishes, trays and heating trays; clean if needed
- Gather table linens or purchase throw-away items
- Identify a table to be used for gifts
- Purchase food and drink
- Clean house
- Set up supplies for games and wrap prizes
- Set aside a pad of paper and pen to record presents and names for the new Mom on party day

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#### Day of party

- Check bathrooms, provide hand towels and add a basket with extra toilet paper rolls
- Prepare food
- Pickup cake if not delivered
- Purchase bagged ice for beverages
- Layout all serving dishes and utensils
- Set up additional tables and chairs if needed
- Set up plates, silverware, glasses for guests
- Pickup balloons, flowers if not delivered
- Dress tables with linens and centerpieces
- Add additional house decorations if needed
- Set up coffee service with cups
- Take a shower, dress and prepare to greet the guests

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