

**2 months before the baby shower**

Ddetermine who's hosting and/or cohosting

Dcreate a budget

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Dchoose a location (if you're going to a restaurant or some other venue,book it early) Dset a date (including time of day and the length of the party - usually 2-3 hours long) Dcreate a guest list (also, decide if it's a women's or couple's shower)

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**1-2 months before the baby shower**

Ddecide on a theme (hint - you can match the nursery theme)

D plan your menu

Dselect the invitations

D have the mother-to-be create a baby gift registry

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**1 month before the baby shower**

Dsend out your invitations (make sure to include the gift registry and directions to the baby shower)

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**2-3 weeks before the baby shower**

Dfinalize your menu

Dorder the cake

Dorder the flowers

D purchase the party decorations (try to match the theme of the party)

ex. centerpieces, welcome sign, confetti,wall or hanging decorations, party favors, banners, special balloons, party cameras, streamers, name cards for tables, etc.

D purchase tableware, eating utensils and tablecloths.

Dorder extra tables and chairs, special entertainment, etc. that you need for the party

D purchase the party favors, baby shower games, game winner prizes and door prizes

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page

1 of 2

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**1 week before the baby shower**

D make a final guest count

Dconfirm reservations (if applicable) or order food and beverages

Dwrap baby shower game prizes and party favors

D make sure you have a camera and buy extra batteries, just in case

Dif you're hosting the baby shower at home,begin cleaning

D prepare the name tags and table assignments

D prepare printed menu cards, if desired

Dthink about and plan the room arrangement, seating, etc.

D buy and wrap your gift for the mother-to-be

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**1 day before the baby shower**

Dreview the games/activities (make sure to have pens/pencils)

D begin decorating (don't forget scissors and tape)

D pick up the cake

Dcook whatever food is needed for the baby shower and make sure you

have serving dishes and utensils, take-home platters, large garbage bags, etc.

D purchase ice and chill beverages

D make street signs, if necessary

Dset up tables, chairs, buffet table,etc..

Dset up stereo to play background music

Ddouble-check your checklist to make sure you didn,t miss anything

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**The day of the baby shower**

D put party favors on the tables and finish any last minute decorating that is needed

Dset up the gift table

Dset up the food

Dset out glasses, ice and beverages D pick up the balloons for the party D put signs up for the party

D keep a notebook handy to write down the gifts the mommy-to-be receives from her guests (for mommy to refer to when writing thank you cards)

D keep trash bags near the mommy-to-be to throw gift wrap in when she's opening gifts

D play the background music you set up the day before

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page 2 of 2

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