

# Baby Shower Guide's Planning Checklist

- Set the date
- Set the time
- Finalize guest list
- Purchase/make invitations
- Send invitations (4 weeks before baby shower)
- Finalize shower location
- Arrange for set-up
- Arrange for clean-up
- Select menu
- Decide who will prepare food
- Purchase food (if necessary)
- Choose a theme
- Order/bake a cake
- Purchase decorations
- Purchase items required for games
- Purchase prizes for games
- Designate gift recorder
- Designate person to move gifts to car
- Purchase thank you cards for guests to self address

