PRINTABLE CHECKLIST

The Baby Shower Planning Checklist

An eight-week timeline for the host — so the only surprise on the day is the one you planned.

◆ PRINT IT · CHECK IT OFF · BREATHE ◆

Start with the parents-to-be

Nothing gets booked until these conversations happen.

- [ ] **Ask what kind of shower they want.** Small or large, co-ed or not, daytime or evening.
- [ ] **Agree who is hosting and who is paying.** Co-hosts split work and money — decide how now.
- [ ] **Pick a date with the due date in mind.** Most showers land four to eight weeks before the due date.
- [ ] **Set a budget number.** One number, then split it by category.
- [ ] **Ask for the guest list from the parents-to-be.** With mailing addresses or phone numbers.

Lock the date, place and list

The details everything else depends on.

- [ ] **Book the venue.** A home, a restaurant room, a park pavilion, a church hall.
- [ ] **Decide on a theme, if any.** A color palette is enough.
- [ ] **Confirm the registry.** Ask the parents-to-be to set it up before invitations go out.
- [ ] **Book any rentals or catering.** Tables, chairs, linens, a caterer or a bakery.

NOTES

Invitations and the plan for the day

Send the invitations, then plan what actually happens.

- [ ] **Send invitations.** Four to six weeks before the date.
- [ ] **Set the RSVP deadline about two weeks out.** Food and seating need a real number.
- [ ] **Plan the menu.** Match it to the time of day.
- [ ] **Choose two or three games or activities.** More than that and it starts to feel like a schedule.
- [ ] **Buy or order prizes.** One per game, plus a spare.

Confirm everything

Turn plans into confirmations.

- [ ] **Chase the missing RSVPs.** A text or a call, not another reminder email.
- [ ] **Write a simple run of show.** Arrival, food, games, gifts, cake, goodbyes.
- [ ] **Assign helpers.** One person on food, one on gifts, one on photos.
- [ ] **Order the cake and buy the decorations.** Confirm the pickup time in writing.
- [ ] **Plan for gifts.** A table, a pen, and one person keeping the gift log.

NOTES

The final week and the day

Small tasks, done early, so the day belongs to the guest of honor.

- [ ] **Shop for non-perishables early in the week.** Paper goods, drinks, ice the morning of.
- [ ] **Set up the day before if the venue allows.** Tables, decorations, the gift table, the activity station.
- [ ] **Pack a host kit.** Tape, scissors, pens, trash bags, a lighter, a phone charger.
- [ ] **Give the gift-log job to someone specific.** Name, gift, and a note if a card was attached.
- [ ] **Make a plate for the guest of honor.** They will be talking to everyone and will forget to eat.

Thank-yous and wrap-up

The part everybody forgets is part of hosting.

- [ ] **Hand over the gift log and the cards.** Within a day or two, while it is still clear.
- [ ] **Return rentals and settle up with co-hosts.** Share receipts, then split.
- [ ] **Send photos to the parents-to-be.** A shared album is easiest.
- [ ] **Thank your helpers.** A text the next day is enough.

> **If you take one thing from this checklist:** the gift log matters more than the decorations. Assign one person to it before the first present is opened, and the thank-you notes become a pleasant afternoon instead of a guessing game.

NOTES

WHEN PAPER STOPS BEING ENOUGH

This checklist can't keep the gift log.

Paper is perfect until the RSVPs start changing, the budget needs totaling, and someone asks who gave the stroller. That is usually when hosts end up with a checklist, a spreadsheet and a group chat that disagree with each other.

The MDRN Baby Shower Planner

A live budget, a guest list with RSVPs, a games and prize tracker, and thank-you notes that sync from the gift log. Opens in any browser. No account, no subscription.

mdrn-milestone-website.vercel.app/planners/baby-shower.html

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