

Baby Shower Planning Checklist

Checklist · 23 items · 8 sections

Whether you're hosting your first baby shower or want to make sure nothing gets missed, this baby shower planning checklist covers every detail: from choosing the theme and sending invitations to setting up games and welcoming guests.

Open the editable, AI-powered version online:

<https://genechecklist.com/checklist/baby-shower-planning-checklist>

2–3 MONTHS BEFORE

- Confirm with the mom-to-be on preferred date, guest list size, and theme
HIGH
- Choose co-hosts and divide planning responsibilities
HIGH
- Set the budget: split among co-hosts
HIGH
- Choose a theme: floral, boho, woodland, gender reveal, classic pink/blue, etc.
HIGH
- Book the venue: home, restaurant private room, event space, or backyard
HIGH
- Compile guest list with mailing addresses from the mother-to-be
HIGH

6–8 WEEKS BEFORE

- Design or order invitations: send 4–6 weeks before the shower
HIGH
- Include registry information, RSVP date, date, time, and location on invite
HIGH
- Plan the menu: finger foods, salads, mini sandwiches, dessert table
HIGH
- Order or plan baby shower cake or cupcakes
HIGH
- Plan drinks: mocktails, punch, lemonade, or sparkling water (keep alcohol optional)

GAMES & ACTIVITIES

- Plan 2–3 baby shower games: diaper raffle, baby bingo, guess the baby food, baby trivia
HIGH
- Prepare advice cards: guests write parenting advice for the new parents
- Set up a photo backdrop or photo booth station for pictures

DECORATIONS

- Order or DIY decorations: balloons, banner, centerpieces, table runner
HIGH
- Set up a gift display area and diaper raffle table

FAVORS

- Prepare guest favors: candles, bath salts, cookies, succulents

2 WEEKS BEFORE

- Follow up with guests who haven't RSVP'd 1 week before the RSVP deadline
HIGH
- Confirm final headcount with caterer or adjust food quantities
HIGH

DAY BEFORE

- Prepare a gift log template: someone should write down who gave what during opening

DAY OF

- Set up venue: decorations, food stations, game supplies, seating
HIGH
- Designate someone to run each game and keep the schedule on time
- Ensure someone photographs the entire event