

Six weeks before the baby shower:

- Create baby shower guest list.
- Set a date and time with mother-to-be.
- Set a budget for the shower.
- Decide where to hold the shower. Make reservations.

Four weeks before the baby shower:

- Pick a theme for the baby shower.
- Sign up gift registry.
- Make or purchase invitations, then mail them.
- Plan the food and drinks. Reserve a caterer, if necessary.
- Buy gift for mother and father-to-be.

Three weeks before the baby shower:

- Order a baby shower cake.
- Order tables and chairs, if needed.
- Work on decorations, either by buying or creating them.
- Create the baby shower day timeline of activities, which should include all tasks before the shower (eg. Pick up balloons) and the actual program activities. Baby showers usually take two hours.
- Ask somebody (one of the guests, maybe?) to help you out with some of the tasks (eg. Taking pictures, pickup mother-to-be, etc) during the day of the shower.

Two weeks before the baby shower:

- Start shopping for paper plates, cups, and other eating utensils.
- Start shopping for game materials and prizes.
- Purchase and wrap baby shower favors.
- Confirm reservation with caterer or restaurant.

One week before the baby shower:

- Start cleaning the house, if baby shower will be held there.
- Call guests that haven't RSVP'd. Finalize guest list.
- If you delegated some tasks to other people, now's the time to confirm that they're still up to it.
- Buy a guest book.
- Make sure that cameras are working properly.
- Confirm with vendors regarding ordered items (balloons, cake)
- Prepare all printables needed for the baby shower program (name tag, papers for games/activities, etc)

One day before the baby shower:

- Decorate the place where the shower will be held.
- Setup tables and chairs for the party.
- Prepare all food and drinks, if you're doing it yourself.
- Double-check your baby shower day timeline and update it if needed.
- Make sure that you have all the materials for the baby shower program.
- Make sure that mother-to-be is feeling fine. You might need to do some last minute cancellations if she's not up to it.
- Confirm that all tasks to be done before the day of the shower are all done.

The day of the baby shower:

- Confirm that mother-to-be is indeed feeling up to the party.
- Do all the things you need to before the party begins, as is stated in your shower day timeline.
- Pickup all the items you ordered and set them up.
- Finish all last minute decorations.
- Setup game prizes and shower favors in a table.
- Setup food and drinks in the table. Make sure you have a lot of ice!
- When mother-to-be arrives, make sure she's sitting comfortably, with a foot stool and pillow behind her back.
- Bring out the guest book, and place it near the entrance.
- As each guest arrives, make sure that she knows somebody, or introduce her to others. Make sure she signs the guest book!
- Don't forget about taking pictures!
- Make sure that there's a trash bag nearby when mother-to-be opens the gifts. Take note of which gift came from which guest, so mother-to-be could easily track for her Thank You cards.
- Go get some of those drinks, talk to the guests and mother-to-be, and enjoy yourself!