



# The WebBabyShower Planning Guide

Guest(s) of Honor: \_\_\_\_\_

Hosted By: \_\_\_\_\_

Date Planning Began: \_\_\_\_\_

Baby Shower Date: \_\_\_\_\_

This planning guide brought to you by: Web Baby Shower & Beaucoup!





# Baby Shower Planning Guide: Timeline & Checklist

## Timeline: Six Weeks In Advance / Preplanning

**Set A Date & Write It Here:** \_\_\_\_\_

• **Tips:**

- Let the guest of honor choose from several days that work for you
- If you plan to host outside your home, check with any desired venues for availability
- Work backward from the date you set and fill in the "due dates" in the rest of this Timeline/Checklist

**Decide On a Theme:** \_\_\_\_\_

• **Tips:**

- Combine current trends with your knowledge of what the guest of honor likes. If the shower is co-ed, consider picking a neutral theme
- For inspiration, visit [Beaucoup.com](http://Beaucoup.com)

**Develop The Guest List:**

• **Tips:**

- Your guest of honor may need time to think this through
- Ask her/them to give you phone numbers and e-mails where possible, in addition to mailing addresses
- Use a spreadsheet or contact management app to keep track of the Guest List

**Use the Budget Worksheet in this Baby Shower Planner to set a budget**

- **Tip:** If you're co-hosting, check with the others on their spending limits

**Delegate Tasks & Record In This Planning Guide:**

- **Tip:** Make it look simple by giving out specific tasks that your helpers can complete on their own, avoiding communication snafus and making everyone accountable

**Notes:**





# Baby Shower Planning Guide: Timeline & Checklist

Timeline: 5 weeks in Advance

**Baby Shower Date:** \_\_\_\_\_ **5 Weeks in Advance of Date:** \_\_\_\_\_

**Do you need a virtual baby shower website? Sign up for Web Baby Shower!**

## Select & Purchase Invitations:

- For ideas & to purchase, please visit [Swoozies.com](http://Swoozies.com)

## Decide On Games, Favors, Tableware and Decorations:

- If you chose a theme, it should be easy to coordinate the games, favors, tableware and decorations
- For a two hour party, Web Baby Shower recommends having 3 games, including one ice breaker to help guests mingle
- If you just can't decide on one favor, favors can also double as game prizes
- For ideas & to purchase, please visit: [Beaucoup.com](http://Beaucoup.com)

## Prepare Invitations For Mailing:

- Out-of-town guests will need time for travel arrangements and may appreciate hotel or other suggestions for accommodations
- Ask for RSVP one to two weeks before the shower, knowing some will come late.
- If you are including your Web Baby Shower URL, please share the link to the home page and double check that the URL you have put on your invitation works!

## Mail Invitations!

## Notes:





# Baby Shower Planning Guide: Timeline & Checklist

Timeline: 4 weeks in Advance

**Baby Shower Date:** \_\_\_\_\_ **4 Weeks in Advance of Date:** \_\_\_\_\_

## Plan menu & create grocery shopping and supply list

- "Done For You!": Visit Web Baby Shower Menu & Recipes!
- Recruit volunteers: This would be a good time to ask friends and family members for help pulling it all off

## Check serving supplies

- Tips
  - Whatever your choice of menus, think through how it will be served. Is there anything you don't have?
  - Another good task to delegate or ask for help with: \_\_\_\_\_

## Research & Rent equipment:

- A local rental company should be able to provide extra tables, chairs and just about anything else you need

## Cleaning Crew

- Will you hire a professional housekeeper to help you clean up for the party, or recruit helpers to do it yourself?

## Order cake, cupcakes, other dessert and any other catered / specialty food items you plan to include

- Another good task to delegate or ask for help with: \_\_\_\_\_

**Review supply list: Use the supply list included in this Baby Shower Planner to double check you will have everything you need for the big day!**

**Notes:**





# Baby Shower Planning Guide: Timeline & Checklist

## Timeline: 1-2 Weeks in Advance

**Baby Shower Date:** \_\_\_\_\_ **1-2 Weeks in Advance of Date:** \_\_\_\_\_

**Buy non-perishable food items & ingredients as you do your regular grocery shopping, or ask co-hosts for help**

**Retrieve serving ware and tableware from storage and prepare for use**

- Tip: Have your infrequently used entertainment supplies ready to go

**Review Supply List, again!**

**Contact guests who haven't RSVP'd**

- Tip: This is when you'll be glad you asked for emails and phone numbers
- Delegate to: \_\_\_\_\_

**Prepare food that can be saved**

- By preparing and freezing, you'll be ready to go on the day of the shower
- Delegate / Get Help From: \_\_\_\_\_

**If you plan to use video chat, streaming video or other "virtual" participation:**

- Download any needed apps to your devices and create the required accounts
- WRITE your login in a safe place
- Ask the guests of honor and any key guests to do the same thing
- Do a "test" video chat or streaming broadcast with the expecting parent(s) so you can troubleshoot any issues now, before the big day!
- Delegate / Get Help From: \_\_\_\_\_

**Notes:**





# Baby Shower Planning Guide: Timeline & Checklist

## Timeline: 2 Days in Advance

**Baby Shower Date:** \_\_\_\_\_ **2 Weeks in Advance of Date:** \_\_\_\_\_

**Move pre-prepped food from freezer to fridge**

**Review Supply & Grocery Lists again**

**Buy any last-minute items**

**Bake cake (unless ordered)**

**Print Gift Log (from this planning guide) & place in clipboard holder**

- Tip: If more than one page of gift entries is needed, simply print multiple copies of the Gift Log

## Timeline: Day / Night Before

**Baby Shower Date:** \_\_\_\_\_

**Night Before Date:** \_\_\_\_\_

**Pick up cake (if ordered)**

**Move your furniture, if needed**

- Tip: create areas where guests can congregate, sit and stand around
- Instead of one large buffet, consider using several smaller tables scattered around the room to help guests mingle & interact

**Clean house (do this after moving furniture to catch any dust bunnies that get loose!)**

**Set up extra tables and chairs**

- Tip: Leave time to pick these up if you're renting

**Set up any cameras, video cameras, mobile devices, tablets or even computer equipment needed for taking photos, making recorded videos or live video chat**

- Make sure all devices are all plugged in and charging overnight
- Make sure any needed apps and logins are already set up on your device(s)

**Decorate**

- Tip: Especially indoors, much of your work can be done in advance
- Have all supplies for games, prizes & favors ready to go

**Prepare food that can be stored overnight**

- Tip: Chill food and beverages that must be served cold





# Baby Shower Planning Guide: Timeline & Checklist

## Timeline: Party Day!

**Baby Shower Date:** \_\_\_\_\_

**Buy fresh flowers & balloons, or have a helper do it**

**Complete all food and beverage prep: recruit helpers!**

**Finish decorating & set up**

- Make sure your helpers know their “assignments” for helping you to serve food, run the games, manage video chat, taking recorded videos and still photos, writing gifts in gift log

**Relax, you’re ready!**

**Notes:**





# Baby Shower Planning Guide: Budget

## Baby Shower Budget: Line Items

Item	Estimated Cost	Actual Cost
Venue Rental		
Furniture Rental		
Tableware & Serving Ware Rental		
Cleaning Crew & Supplies		
Invitations & Postage		
Game 1		
Game 2		
Game 3		
Prizes		
Favors		
Tableware & Serving Ware (Purchased)		
Decorations		
Food & Groceries		
Drinks, Ice & Drink Compliments		
Desserts & Catering Items		
Catering Items		
Web Baby Shower Set Up Fee		
Video Conference Service (if not using Skype or similar free)		
Other:		
Other:		
<b>TOTAL:</b>		





# Baby Shower Planning Guide: Budget

## Baby Shower Budget: Multiple Hosts

	Estimated Cost	Actual Cost
Totals from Line Items page (A):		
Number of Hosts Sharing Costs, including yourself (B):		
Divide A by B ( $A \div B$ ) = Cost Per Host		

Host Name	Amount Spent	Amount Over / Under / Notes
1		
2		
3		
4		
5		

**Notes / Calculations:**



# Baby Shower Planning Guide: Supply List

## Supply List: Theme Coordinating Items & Related Supplies

Item	Already Own	Need to Borrow or Buy From:	Done!
Invitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Games	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Party Flavors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9" Plates - Luncheon/Dinner Plates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7" Plates - Cake or Snack Plates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Luncheon Napkins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beverage Napkins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot Beverage Cups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold Beverage Cups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cutlery: Forks/Spoons/Knives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serving Trays/Plates/Etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serving Utensils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doilies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Centerpiece	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balloons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Streamers / Garland / Curling Ribbon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table Sprinkles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decorations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Banners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Memory Book / Guest Book	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gift Log (if not using one in this guide!)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name Tags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coffee Pot, Tea Pot & Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tea Pot & Tea Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tacks, Staples, Hooks, Fasteners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scissors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clipboard for Gift Log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Baby Shower Planning Guide: Supply List

## Grocery List: Menu Items

	Done!
Menu Item: Appetizer / Ingredients	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Menu Item: Appetizer / Ingredients	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Menu Item: Salad / Ingredients	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Menu Item: Main Dish / Ingredients	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Menu Item: Bread / Baked Goods Ingredients	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Menu Item: Cake / Desserts Ingredients ?	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>



# Baby Shower Planning Guide: Supply List

## Grocery List: Service Items

Item	Already Own	Need to Borrow or Buy From:	Done!
Sodas and Juices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fresh Fruit (Lemons, Limes, Etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coffee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tea	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sugar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creamer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stir Sticks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ice Chest or Drink Bin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Salt and Pepper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Condiments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flowers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Supply List: Items to Rent or Borrow

Item	Already Own	Need to Borrow or Buy From:	Done!
Serving Table(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guestbook Table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dining Table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gift Table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun Umbrellas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tableware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serving Ware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Supply List: Photography & Videography

Item	Already Own	Need to Borrow or Buy From:	Done!
Mobile Devices & Chargers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digital Video / Camera & Charger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tripods or Stands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

