### The Ultimate Baby Shower Planner

# Belongs To

## Baby Shower Plan

Date and Time:	
Venue/Location:	
Theme/Colors:	
Decorations:	
Host(s)	
Menu:	
Party Favors:	
Games:	
Others:	

#### Baby Shower Checklist

Select date and time
Secure a location
Decide whether to do a gender reveal
Create guest list
Set budget
Pick a theme
Purchase decorations
Create and send invitations
Plan menu
Plan games and activities
Purchase party favors
Confirm RSVPs and compile guest list
Other:

## Registry Wishlist

Item	Cost	Notes

## Organizing

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#### Backup Contingency Plan

IF THIS GOES WRONG	DO THIS INSTEAD
N	otes

## Delegate List

#### DOING? BRINGING? FINDING?

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## Timeline

### The Math

Item:	# Per Person	Total Amount Needed
Ex. Snack Size Paper Plates	3x25 people	75 6" paper plates

## Supplies List

Food & Drink Ideas	Decoration Ideas

#### Day Of The Shower-Chores & To Do List

Notes	
Notes	

#### Two Days Prior-Chores & To Do List

Notes	
Notes	

#### Pre-Shower Chores & To Do List

Notes	
Notes	

#### Vendor Contact List

Name:	
Address:	
Phone:	
Email:	
Notes:	
Name:	
Address:	
Phone:	
Email:	
Notes:	
Name:	
Address:	
Phone:	
Email:	
Notes:	
Name:	
Address:	
Phone:	
Email:	
Notes:	

#### Venue Comparison

	Venue 1	Venue 2	Venue 3
Name			
Address			
Contact			
Website			
Capacity			
Cost			
Decor / Style			
Indoor / Outdoor			
Catering			
Bar			
Bathrooms			
Dressing Room			
Tables			
Chairs			
Layout			
Disabiuty Access			
Car Parking			
Other			
Rental Fee			
Payment Type			
Deposit			
Deposit Deadline			
Additional Fee			

#### Menu Planner

	Option 1	Option 2	Option 3
Soup			
Appetizer			
Main Course			
Dessert			
Dessert			
Notes			

#### Thank You Cards

$\bigcirc$	From	Gift	Notes

## Floor Plan

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		Notes		
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### Pre - Event Checklist

$ \emptyset $	ONE MONTH BEFORE	<b>Ø</b>	ONE WEEK BEFORE
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$\bigcirc$	A FEW DAYS BEFORE	<b>Ø</b>	ONE DAY BEFORE
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## Budget & Expenses

#### Tracker

Item	Budget	$\bigcirc$	Actual

## Weekly Schedule

DATE:	
Monday	Tuesday
	7
Wednesday	Thursday
	7
Friday	Saturday
	7
Sunday	Notes

## Shopping Details

Notes	

#### Activities

Name of Activity:	Name of Activity:	
Estimated Time:	Estimated Time:	
Prize:	Prize:	
Supplies:	Supplies:	
Notes:	Notes:	
Name of Activity:	Name of Activity:	
Time Play	Time Play	
Prize:	Prize:	
Supplies:	Supplies:	
Notes:	Notes:	

#### Gift Tracker

Sent of Thank you	Gift	From	Notes

#### Guest List & RSVP Status

Circle If RSVP	PARTY:		• •
No.	Name	Email	Phone

#### Event Summary

EVENT:		VENUE:			
DATE:		ADDRESS:			
EVENT DURAT	TION:				
BUDGET:		CONTACT:			
SET-UP TIME:		PHONE			
тнеме:		EMAIL:			
DRESS CODE:		NOTES:			
NO. OF GUEST	'S:				
DUE DATE	MAIN	TASKS	<b></b>		
	EXPENSES:	NOTES			
VENUE:					
DACOR:					
CATERING: TRANSPORT: ENTERTAINMENT:					
INVITATIONS:					
OTHER:					
TOTAL:					

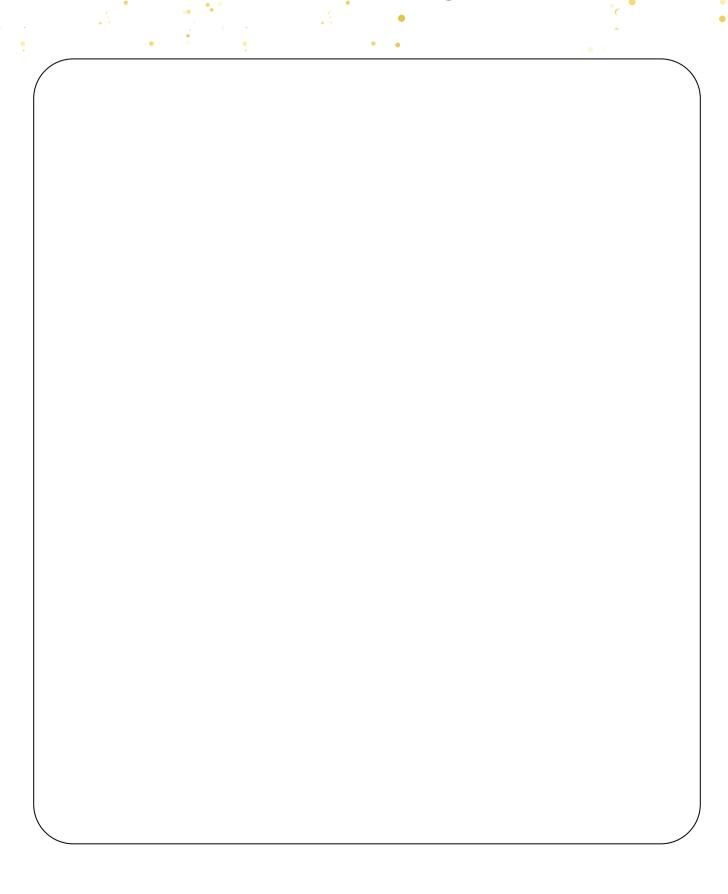
## Additional Things..

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## To Do List

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#### Notes

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