Baby shower organiser

One plan, named helpers and a finish time. Tick the jobs you need.

Parent(s):

Host / contact:

Date / start / finish:

Venue:

Guest count:

Spending cap: £

First decisions

- ☐ Ask what the parent wants
- ☐ Agree host, helpers and spending cap
- ☐ Choose date, finish time and place
- ☐ Confirm guests, access and cancellation terms

Invitations and food

- ☐ Send address, timings and RSVP contact
- ☐ State food, guest costs and gift preference
- ☐ Collect allergies and dietary requirements
- ☐ Agree menu, storage and serving plan

Week before

- ☐ Confirm numbers and booking details
- ☐ Collect food, cake and one decoration
- ☐ Prepare one game or card activity
- ☐ Allocate door, food, gifts and clean-up jobs

On the day

- ☐ Put drinks, coats and gifts in clear places
- ☐ Save a comfortable chair; keep paths clear
- ☐ Keep chilled food cold; label ingredients
- ☐ Finish on time and pack gifts for the parents

Who is doing what? / Other jobs

KidsCo · Free to print for personal use. Planning prompts, not a shopping list.
Guide: kidsco.org.uk/ideal-baby-shower/