

Baby Shower Planning Checklist & Supplier Planner

Start with the essentials, then plan backwards from the celebration.

1 Event basics

Parent(s)-to-be / guest of honour: _____

Host / co-host: _____

Date: _____ Time: _____

Location: _____

Target guest count: _____ Final headcount: _____

RSVP deadline: _____

Theme / style (optional): _____

2 Priorities and budget

Choose the two or three things that matter most.

1. _____
2. _____
3. _____

Parent(s)-to-be preferences / comfort notes: _____

Gifting / registry preference (optional): _____

Budget ceiling: _____ Working budget: _____

Things we are intentionally skipping: _____

3 Flexible countdown

Suggested windows, not fixed rules. Tick tasks and choose who handles them.

EARLY PLANNING	☐ Confirm preferences and budget ☐ Draft guest list; date and location ☐ Start supplier / rental enquiries if needed Method: DIY / Helper / Supplier/Rental
4-6 WEEKS OUT	☐ Send invitations and track RSVPs ☐ Decide menu, cake, decor and activities ☐ Confirm relevant orders / bookings Method: DIY / Helper / Supplier/Rental
1-2 WEEKS OUT	☐ Finalize RSVPs and headcount ☐ Confirm suppliers and orders ☐ Gather supplies; assign setup roles Method: DIY / Helper / Supplier/Rental
FINAL DAYS / DAY-OF	☐ Confirm pickup / delivery and setup ☐ Plan food storage and serving ☐ Prepare flow, cleanup and returns Method: DIY / Helper / Supplier/Rental

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Make the workload manageable and keep each supplier detail together.

4 DIY / helper / supplier decision grid

Choose one approach per task. Add an owner, contact or next action.

AREA	DIY	HELPER	SUPPLIER / RENTAL	OWNER / NEXT ACTION
Food / drinks	☐	☐	☐	
Cake / desserts	☐	☐	☐	
Decorations	☐	☐	☐	
Rentals / equipment	☐	☐	☐	
Activities / games	☐	☐	☐	
Photo booth / entertainment (optional)	☐	☐	☐	
Setup / cleanup	☐	☐	☐	

5 Supplier / order tracker

Only fill in what you order, rent or delegate. Extra space is available for notes.

CATERING			☐ Confirmed
Contact / name:	Providing:		
Payment / action:	Delivery / pickup:	Setup / confirm:	
CAKE / DESSERTS			☐ Confirmed
Contact / name:	Providing:		
Payment / action:	Delivery / pickup:	Setup / confirm:	
DECORATIONS			☐ Confirmed
Contact / name:	Providing:		
Payment / action:	Delivery / pickup:	Setup / confirm:	
RENTALS / EQUIPMENT			☐ Confirmed
Contact / name:	Providing:		
Payment / action:	Delivery / pickup:	Setup / confirm:	
PHOTO BOOTH / ENTERTAINMENT (OPTIONAL)			☐ Confirmed
Contact / name:	Providing:		
Payment / action:	Delivery / pickup:	Setup / confirm:	
OTHER			☐ Confirmed
Contact / name:	Providing:		
Payment / action:	Delivery / pickup:	Setup / confirm:	

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Use this page during final preparations and on the day itself.

6 Menu and food notes

Guest count for food: _____ **Dietary / allergies:** _____

Dietary / allergy details: _____

Serving, storage or refrigeration equipment needed: _____

Consider pregnancy-related food-safety guidance and guests' dietary needs.

7 Setup notes

Welcome / gifts

Seating / tables

Activity / photo area

Food / cake table

Decor focal point

Rental returns / storage

8 Day-of flow

List five key moments. There is no fixed schedule to follow.

TIME	ACTIVITY / NOTES	WHO OWNS THIS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

9 Final check

- | | |
|--|--|
| ☐ Final headcount confirmed | ☐ Supplier / order confirmations complete |
| ☐ Food + cake storage / serving plan | ☐ Rentals / equipment return plan |
| ☐ Decor / setup assignments confirmed | ☐ Activity supplies ready |
| ☐ Music / photo booth if used | ☐ Gifts / cards area prepared |
| ☐ Cleanup + leftovers assigned | ☐ Pickup / return logistics confirmed |

Important contacts / backup notes: _____

Planning in Toronto? Explore baby shower suppliers at myeasyparty.com/toronto/baby-shower/