




The Worksheets

**Timeline: Baby Shower**


You'll be relaxed and ready as the important day approaches with this easy-to-use countdown. With PartyPail, it's even easier -- just go to [www.partypail.com](http://www.partypail.com) and choose a stylish themed package. Within minutes, you'll accomplish many of these tasks and find help with others (all the ones marked with a ) , leaving you time to add your own flair.

Date	Done	Task	Things to Think About	Your Planning Notes
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**Six weeks in advance/Pre-planning**

		Set a date and time	Let the guest of honor choose from several days that work for you.	
		Decide on a theme	Combine current trends with your knowledge of what the guest of honor likes. If the shower is co-ed, pick a neutral theme. For inspiration, visit PartyPail.com.	
		Develop the guest list	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.	
		Prepare a budget	PartyPail's free Shower Budget takes out the guesswork. If you're co-hosting, check with the others on their spending limits.	
		Delegate tasks	Make it look simple by giving out specific tasks that your helpers can complete on their own, avoiding communication snafus and making everyone accountable.	



**Five weeks in advance**

		Decide on games, if any	Pick simple ice-breakers to make the shyest guest feel comfortable.	
		Purchase invitations	At PartyPail.com, coordinated, high-quality invitations come with every package. Purchase invites alone or save time and money by ordering your complete party.	

**Four weeks in advance**


		Prepare invitations for mailing	Out-of-town guests will need time for travel arrangements. Ask for RSVP one to two weeks before the shower, knowing some will come late.	
		Decide on favors, if any		
		Mail out-of-town invitations	Guests will appreciate hotel suggestions in several price ranges.	

**Three weeks in advance**


		Purchase party favors, if desired		
		Purchase tableware	If you purchased this from PartyPail with your invitations, you're done. Otherwise, buy a coordinated party with all your tableware and decorations, or choose a package of one or the other at PartyPail.com.	
		Purchase decorations		
		Mail local invitations		
		Plan menu	Great showers can be built around appetizers or full meals. Just think about the time of day you're hosting: If it's lunch or dinner time, guests will be hungry.	
		Check serving supplies	Whatever your choice of menus, think through how it will be served. Is there anything you don't have?	

		Recruit volunteers	This would be a good time to ask friends and family members for help pulling it all off.	
		Rent equipment	A local rental company should be able to provide extra tables, chairs and just about anything else you need.	


**Two weeks in advance**

		Order cake	Every PartyPail package comes with a theme-matching pattern for your baker.	
		Review supply list	PartyPail's Shower Supplies helps you keep track of everything you need.	
		Buy non-perishable food		
		Retrieve servingware and tableware from closet and wash	Have your infrequently used entertainment supplies ready to go.	

**One week in advance**

		Contact guests who haven't RSVP'd	This is when you'll be glad you asked for e-mails and phone numbers.	
		Prepare food that can be saved	By preparing and freezing, you'll be ready to go on the day of the shower.	
		Forgot something?	PartyPail offers speedy processing and overnight shipping!	

**Two days in advance**

		Move pre-prepped food from freezer to fridge		
		Move your furniture	If needed, create room to congregate, sit and stand around.	
		Review Supply List again	Buy any last-minute items.	
		Bake cake (unless ordered)	Every PartyPail package comes with a theme-matching cake pattern.	

**Day/night before**

		Clean house		
		Set up extra tables and chairs	Leave time to pick these up if you're renting.	
		Decorate	Especially indoors, much of your work can be done in advance.	
		Pick up cake (if ordered)		
		Prepare food that can be stored overnight		
		Chill food and beverages that must be served cold		

**Party Day**

		Buy fresh flowers		
		Complete all food and beverage prep		
		Finish decorating		
		Relax, you're ready!		

*PartyPail's expert planners are here to help. If you have a question e-mail us: [service@partypail.com](mailto:service@partypail.com).*