Organize baby shower RSVPs and coordinate group gifts with SignUpGenius.

**TWO WEEKS BEFORE**
- Double check reservations if hosting at a restaurant/venue
- Purchase last-minute gifts from registry to allow for shipping
- Order a corsage, special sash or tiara for the guest of honor
- Purchase a memory book

**ONE WEEK BEFORE**
- Finalize the RSVP list
- Buy perishable food items and remaining decorations
- Decorate a chair where the special guest will sit to open presents
- Prepare a gift table and basket for cards
- Confirm any helpers

**ONE DAY BEFORE**
- Decorate the party space
- Set up the food station with all serving utensils
- Prep any dips, sandwiches or casseroles to reheat the next day
- Set up extra chairs
- Pack the car if you will be going to another venue
- Pick up the cake, flowers or other items that need to be fresh

**PARTY DAY**
- Arrange food and drinks
- Write down all gifts and givers
- Make sure the mom-to-be eats
- Hand out party favors
- Help the guest of honor pack up all the gifts

**TWO MONTHS BEFORE**
- Coordinate with the guest of honor to pick the date
- Pick (and book, if needed) the venue
- Plan the shower theme
- Decide if shower is co-ed or kid-friendly
- Create an invite list and gather email/mailing addresses

**SIX WEEKS BEFORE**
- Recruit extra help for games, decorating and food
- Finalize baby registry info
- Send invitations

**ONE MONTH BEFORE**
- Outline the food and drink menu
- Order desserts
- Plan baby shower games
- Coordinate photography

**THREE WEEKS BEFORE**
- Buy paper goods and decorations
- Prepare party favors and prizes
- Refine your shopping list and gather nonperishables
- Gather baby photos from the new parents for a decorative table