



# Baby Shower Planner

*This Book Belongs To*

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# Event Summary

EVENT: \_\_\_\_\_ VENUE: \_\_\_\_\_

DATE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

SET-UP TIME: \_\_\_\_\_

THEME: \_\_\_\_\_ CONTACT: \_\_\_\_\_

EVENT DURATION: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUDGET: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DRESS CODE: \_\_\_\_\_ NOTES: \_\_\_\_\_

NO. OF GUESTS: \_\_\_\_\_

✓	MAIN TASKS	DUE DATE

## EXPENSES

VENUE: \_\_\_\_\_

DECOR: \_\_\_\_\_

CATERING: \_\_\_\_\_

TRANSPORT: \_\_\_\_\_

ENTERTAINMENT: \_\_\_\_\_

INVITATIONS: \_\_\_\_\_

OTHER: \_\_\_\_\_

TOTAL: \_\_\_\_\_







# Vendor Contact List



NAME: \_\_\_\_\_ COMPANY: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_  
PRODUCT: \_\_\_\_\_  
DESCRIPTION: \_\_\_\_\_

NAME: \_\_\_\_\_ COMPANY: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_  
PRODUCT: \_\_\_\_\_  
DESCRIPTION: \_\_\_\_\_

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EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_  
PRODUCT: \_\_\_\_\_  
DESCRIPTION: \_\_\_\_\_

# Venue Comparison



	VENUE 1	VENUE 2	VENUE 3
NAME			
ADDRESS			
WEBSITE			
CONTACT			
COST			
CAPACITY			
DECOR/STYLE			
INDOOR/OUTDOOR			
BAR			
BATHROOMS			
CATERING			
DRESSING ROOMS			
TABLES			
CHAIRS			
LAYOUT			
CAR PARKING			
DISABILITY ACCESS			
OTHER			
RENTAL FEE			
PAYMENT TYPE			
DEPOSIT			
ADDITIONAL FEES			
DEPOSIT DEADLINE			







# Recipe Card



RECIPE NAME: \_\_\_\_\_

COOKING TIME: \_\_\_\_\_ SERVES: \_\_\_\_\_ DIFFICULTY: \_\_\_\_\_

COOKING TEMP: \_\_\_\_\_ PREP TIME: \_\_\_\_\_ RATING: \_\_\_\_\_

## INGREDIENTS

<input type="checkbox"/> _____	<input type="checkbox"/> _____
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## DIRECTIONS

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# Party Supply Checklist



## TABLE DECORATIONS

## HANGING DECOR

## SERVING PIECES

## PLACE SETTINGS

## PRINTABLES

## FAVORS















# Backup Contingency Plan



**IF THIS GOES WRONG**

**DO THIS INSTEAD**

Empty rectangular box for writing a contingency plan scenario.

Empty rectangular box for writing a contingency plan response.

Empty rectangular box for writing a contingency plan scenario.

Empty rectangular box for writing a contingency plan response.

Empty rectangular box for writing a contingency plan scenario.

Empty rectangular box for writing a contingency plan response.

Empty rectangular box for writing a contingency plan scenario.

Empty rectangular box for writing a contingency plan response.







### FOOD & DRINK IDEAS

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### DECORATION IDEAS

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### Notes

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# Weekly Schedule



DATE: \_\_\_\_\_

**MONDAY**

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**TUESDAY**

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**WEDNESDAY**

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**THURSDAY**

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**FRIDAY**

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**SATURDAY**

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**SUNDAY**

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**NOTES**

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# Floor Plan



**NOTES:** \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_



# Dates To Remember


NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





