**Planning Timeline**

Community Baby Shower

Walking with Moms in Need

Stillwater, MN

**6 Months Prior**

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| **□**  | **Pick a Date** (We chose a Tuesday from 4-5pm – right after school lets out and before Mass at our church) |
| **□**  | **Reserve the Space**(We chose the church social hall) |
| **□**  | **Create a Wish List / Gift Registry** (We didn’t have one, but we will try one next year) |
| **□**  | **Begin Planning Food** (Contact Nancy with Philomena House about paying for the meal. Nancy.Kiolbasa@gmail.com) |
| **□**  | **Expand Baby Shower Committee – Invite parish moms to help plan the shower**(Consider offering Zoom meetings in the evening so more people can participate) |
| **□**  | **Begin Planning “Photo Booth” Backdrop**(Do you want a balloon arch? Beautiful Backdrop? Where will it be? Consider lighting.) |
| **□**  |  |

**4 Months Prior**

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| **□**  | **Send out a Save the Date**(Consider emailing parish moms, members of your parish Respect Life Committee, or putting a save the date in your bulletin) |
| **□**  | **Invite Guests of Honor**(Contact local pregnancy resource centers and Nancy at Philomena House for a list of Community Moms to invite. Nancy.Kiolbasa@gmail.com) |
| **□**  | **Create SignUpGenius**(Determine tasks and number of volunteers needed) |
| **□**  |  |
| **□**  |  |
| **□**  |  |

**2 Months Prior**

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| **□**  | **Finalize Wish List** |
| **□**  | **Finalize SignUpGenius** |
| **□**  | **Create/Plan Invitations (Evites)** |
| **□**  | **Create Bulletin Invitation** (Include link/QR code to the volunteer SignUpGenius) |
| **□**  | **Find Out what the Venue Provides**(Does the Church Social Hall provide plates, napkins, utensils, serving platters, pitchers, coffee pots, etc.  |
| **□**  |  |

**1 Month Prior**

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| --- | --- |
| **□**  | **Place Orders for Decorations**(Does anything need to be ordered? Photo Booth decorations? Do you have a photo printer for the photo booth?) |
| **□**  | **Photo Booth Details Finalized**(Does anything need to be ordered? Photo Booth decorations? Who will bring a photo printer for the photo booth?) |
| **□**  | **Send Invitation**(Include link to Wish List and SignUpGenius) |
| **□**  | **Request Bulletin Item**(Include SignUpGenius QR code) |
| **□**  | **Finalize Menu/Drinks**(Does anything still need to be ordered/purchased? |
| **□**  |  |
| **□**  |  |

**2 Weeks Prior**

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| --- | --- |
| **□**  | **Buy plates, napkins, utensils**(Double check what’s availble to use at the church social hall.) |
| **□**  | **Send Invitation**(Include link to Wish List and SignUpGenius) |
| **□**  | **Request Bulletin Item**(Include SignUpGenius QR code) |
| **□**  | **Finalize Menu/Drinks**(Does anything still need to be ordered/purchased?) |
| **□**  | **Plan Games** |
| **□**  | **Get Prizes for Games** |
| **□**  | **Get Kids Activities to Have at the Tables**(Coloring Books, Activity Books, Crayons, etc.) |
| **□**  | **Get Gift Cards**(So moms can buy additional clothes, diapers, etc.) |

**1 Week Prior**

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| --- | --- |
| **□**  | **Check Updated Head Count**(Best estimate) |
| **□**  | **Confirm Food, Etc.** |
| **□**  | **Wrap Prizes/Gifts/Gift Cards**(Gift Cards can be in a Greeting Card) |
| **□**  | **Get Decorations** (Anything not previously ordered?) |
| **□**  | **Plan Day-of Agenda / Party Timeline**(Edit timeline from previous Baby Shower) |
| **□**  |  |

**Day of Shower**

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| **□**  | **Pick Up Food Orders** |
| **□**  | **Finish Decorations** |
| **□**  | **Put Out Food and Drinks**(Volunteers) |
| **□**  | **Have the Gospel Joy, Love of The Lord, and Stick to Your Agenda. Have fun!** |
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