### **Baby Shower Run Sheet**

#### **Event Name:**

Baby Shower Celebration

#### **Date:**

*(e.g., January 20, 2025)*

#### **Location:**

*(e.g., [Venue Name])*

#### **Prepared By:**

*(e.g., [Event Planner/Host])*

### **Run Sheet Details**

| **Time** | **Duration** | **Activity/Task** | **Responsibility** | **Notes** |
| --- | --- | --- | --- | --- |
| 10:00 AM | 1 hr | Venue setup | Event Planner/Team | Decorate and arrange seating. |
| 11:00 AM | 15 min | Guest arrival | Hosts | Welcome and provide refreshments. |
| 11:15 AM | 20 min | Opening speech | Host | Share purpose of the celebration. |
| 11:35 AM | 1 hr | Games and activities | Event Organizer | Include baby shower-themed games. |
| 12:35 PM | 30 min | Lunch and cake cutting | Catering Team | Serve food and cut the cake. |
| 01:05 PM | 45 min | Gift opening | Parent-to-be | Open gifts and thank attendees. |
| 01:50 PM | 10 min | Closing remarks | Host | Thank everyone for attending. |
| 02:00 PM | 30 min | Clean-up and pack-up | Event Team | Clear venue and pack decorations. |

### **Key Notes**

* **Games**: Include a list of planned activities.
* **Menu**: Note any special dietary requirements