

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