

Baby Shower Host Responsibilities Outline

Dear [Host's Name],

Overview

Thank you for agreeing to host the baby shower for [Parent(s) Name]. Below is an outline of your responsibilities to ensure the event goes smoothly.

Pre-Event Planning

- Set a date and time for the shower.
- Select a venue for the event.
- Create a guest list in coordination with the parents-to-be.
- Send out invitations (digital or physical) at least [X weeks] in advance.

Event Coordination

- Plan the menu (food and drinks) considering guests' dietary restrictions.
- Organize decorations themed around the baby shower.
- Arrange seating and setup of the venue on the day of the event.
- Coordinate any games or activities planned for the shower.

On the Day of the Event

- Arrive early to oversee setup and decoration.
- Welcome guests and introduce them to each other.
- Ensure food and drinks are available as guests arrive.
- Facilitate games and keep the event on schedule.

Post-Event Duties

- Send thank-you cards to guests on behalf of the parents-to-be (if applicable).
- Assist in packing up leftover items and decor.
- Gather gifts and coordinate their return to the parents-to-be.

Thank you for your commitment to making this a memorable occasion for [Parent(s) Name].

Sincerely,

[Your Name]