Baptism Party Planner

Fill in these details, then share the relevant jobs with your helpers.

PLANNING DETAIL	YOUR NOTES
01 CEREMONY & RECEPTION	
Ceremony date, start time, and expected finish	
Reception address, start time, and end time	
Adults, children, and RSVP deadline	
Spending limit and confirmed bookings	
02 FOOD & DRINK	
Menu, dietary needs, and food order deadline	
Food storage, delivery, serving plan, and supplies	
03 HELPERS & DAY-OF DETAILS	
Person setting up during the ceremony	
Backup host greeting guests and managing food	
Photos and person gathering the family	
Baby supplies and private feeding/changing area	
Weather backup and cleanup helpers	