



Guidelines for Planning a Shower



	Activity	Assigned To:	Email	Phone	Notes
	Communication with recipient of shower	Shower team leader			Initial information and dates will come the WINGS Shower Coordinator
	Dessert				May be cake, cookies, cup cakes, petit fours, etc.
	Nuts/Mints				
	Punch				
	Napkins, plates, cups, forks				Check on supply of plates, cups, forks available in kitchen/pantry
	Decor (tablecloths, table decor, etc)				Determine theme and colors (Talk with shower recipient)
	Corsage				Optional
	Hostess Card				If giving group gift
	Gift from hostesses				Optional – hostesses may wish to give individual gifts
	Send invitations to family/friends				If desired by shower recipient
	Bulletin announcement				2 weeks prior to date of shower
	Verify that building will be unlocked	Shower team leader			Contact NW Watch Manager Brenda Reinhard breinhard56@OUTLOOK.com (210) 722-1674 OR Al Young ayoung51@mac.com (210) 219-6530
	Verify that A/C will be turned on	Shower team leader			Contact NW Watch Manager Brenda Reinhard breinhard56@OUTLOOK.com (210) 722-1674 OR Al Young ayoung51@mac.com (210) 219-6530

	Cover handicap parking signs				This allows shower guests to park closer to the fellowship hall. Covers are in the storage closet by the women's restroom next to the fellowship hall.
	Serve refreshments				
	Check WINGS shelves for gifts				Check the foyer in the nursery area to see if gifts for the shower have been left there
	Welcome attendees at shower				
	Prayer at shower				
	Paper/book/person to record gifts				A book may be furnished by the shower recipient or the Shower Team can supply copies of the WINGS gift form
	Accountant	Shower team leader			Collect itemized receipts and divide expenses evenly among all hostesses and communicate amounts owed or due on shower day
	Help set up/clean up	All			
	Return and check in any reusable items from church event supplies in clean, useable condition				