



## Community Baby Shower Planning Checklist

To Do:	Completed
Determine the target audience for the Community Baby Shower for Safe Sleep.	
Determine who else in your community serves that population and explore partnering with them, e.g. community members and leaders, agencies, coalitions. Decide how and when you want to work together to organize the shower.	
Identify the specific needs of your focus population and the objectives of the shower. For example: How many people do you want to serve? What services do you want to connect participants with? What do you hope participants learn?	
Secure funding through grants, donations, and support from local businesses.	
Order supplies for participants at the shower that coincide with your funding and objectives. Supplies may include cribs, wearable blankets, pacifiers, Safe Sleep DVDs, safe sleep magnets, SIDS brochures, educational materials, and bags to put everything in.	
Confirm the date and time for the Community Baby Shower for Safe Sleep.	
Identify and reserve the event space.	
Book exhibitors to participate in the shower, including persons who can provide safe sleep education, health insurance applications, prenatal services, home visiting programs, etc. Mail/email exhibitors a booth reservation form.	
Recruit volunteers as needed. Volunteers can help with cribs, registration, refreshments, surveys and evaluations, and set up/tear down.	
If including a raffle, contact local businesses and agencies for prizes for caregivers and babies. Please make sure that all items are on the safety approved list found on the booth registration form.	
Organize event day itinerary and tasks for volunteers and hosts.	
Design and print promotional materials, such as flyers, posters, and yard signs.	
Advertise event through use of social media, newspaper, community announcements, radio, TV, and by distributing and posting flyers and yard signs. Send out press releases.	
Assemble packets for participants.	
Determine transportation for cribs and other supplies to the Community Baby Shower location, e.g. U-Haul.	
Order refreshments, serving supplies, and decorations. Keep in mind when ordering refreshments, the parents may bring other children and/or their support people with them.	
Print out Pre and Post Tests and Cribs for Kids Hold Harmless Agreement for all participants. Bring plenty of writing utensils and something to write on.	
Set up registration table prior to event.	
Organize room by setting up seating for participants to view the Safe Sleep for Babies video, tables for exhibitors, refreshments table, presentation area, etc.	
Test the audiovisual equipment.	
After the shower, plan a time to regroup with key contributors. Identify how things went, what worked well, and what changes to make in the future.	
Thank everyone who contributed to the event.	