



Baptism Party Planner

A baptism or christening is a ceremony to welcome a new baby or child into the family of faith. The party afterwards is to celebrate that event with your family and friends. By planning ahead, you will be able to relax and enjoy the time with your little one and friends.

- 1. **Coordinate with the church**. You will need to schedule the ceremony with the church and find out the time of day it will be held. Then you can set the hours of your party.
- Contact the godparents. The child's godparents are essential for the ceremony and will need to be at the party. You'll need to make sure they will be able to attend both.
- 3. Choose the venue. A location close to the church is ideal, but not necessary. If you are choosing a popular location, or public area such as a park, be sure to reserve it early. Most people host the party at their homes and for a large group of family, that may be a good option. The time of year can also help you decide on the location.
- 4. **Decide on the guest list**. How many can your venue accommodate? Will you need to plan for young children? What budget limitations do you have? These are things that will help you decide on the party's guest list. Once decided, the guest list can also help you in choosing a menu.
- 5. Decide on the menu. You will have a variety of ages to plan for, but if there will be many younger children present you will need a emu, and possibly a setting, that will appeal to them. If you will be handeling the menu yourself, keep it within your budget and ability. Many people make part of the menu themselves and also purchase special items.
- 6. Send invitations 3 4 weeks in advance. You will want close friends and family to be there, so get on their calendars early! The invitations need to clearly state the time and date of the ceremony, plus the party (if all are invited). Be sure to include a contact for RSVP as you will need a head count.
- 7. Inform guests of your gift policy. You only need to do this if you prefer guests not bring a gift. Either let them know in person or by phone. Or include a simple, "No gifts, please" at the bottom of the invitations.
- Include family traditions. If your family has special traditions for baptism, incorporate them
 into your celebration. A baptism is a time to celebrate with family, so make the most of it. By
 incorporating family traditions it will make your event more special.
- Plan on photos. Be sure to have someone take photos; either a professional or a willing friend. You'll want lasting memories of your child's ceremony and the celebration party afterward. Be sure to get candid shots, too.