

EVENT PLANNING

Timeline & Checklist

1 YEAR-6 WEEKS BEFORE EVENT

- Set event date and time (check conflicts): _____
- Secure venue: _____
- Choose event theme: _____
- Create guest list
- Send invitations/save-the-dates: _____
- Begin decoration planning
- _____

3-4 WEEKS BEFORE EVENT

- Track RSVPs and follow up
- Plan activities
- Order prizes/favors
- Finalize décor—order supplies
- Plan menu
- Arrange music playlist
- _____

2-1 WEEK BEFORE EVENT

- Finalize guest count: _____
- Adjust seating
- Purchase non-perishables
- Prep freezer dishes: _____
- Order catered items: _____
- Create final to-do list
- _____

2-3 DAYS BEFORE EVENT

- Confirm rentals/deliveries
- Purchase fresh produce
- Clean/prepare venue
- Pack décor & supplies

- Prep appetizers/desserts
- _____

DAY BEFORE EVENT

- Pick up cake/flowers/balloons
- Prepare make-ahead dishes
- Decorate
- Set tables
- Check outlets/extension cords
- _____

DAY OF EVENT

- Prepare/pick up main course
- Chill beverages & ice
- Set up activities
- Test music
- Create phot-sharing option
- _____
- Get ready & enjoy!



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