

Event Planning Countdown Checklist

Five Weeks Ahead

- Determine date, time, and location
- Reserve location if it is not in your home
- Create guest list
- Choose a theme, if you're using one

Four Weeks Ahead

- Create Meal Plan: Do you plan to make all the food, have it catered, or have a potluck?
- Decide on entertainment: do you want to have any games, hired entertainment, or music?

Three Weeks Ahead

- Decide if you will need to buy any favors or gifts
- Decide what to purchase for favors or gifts
- Purchase decorations and any items to contribute to the theme
- Send invitations
- Finalize entertainment plans and arrangements

Two Weeks Ahead

- Create a list of all the food you will need to buy and prepare
- Buy favors or gifts
- Make food shopping list
- Make music playlist, if applicable

One Week Ahead

- Create seating arrangement and name placers, if applicable
- Buy all food needed
- Buy all plastic ware and napkins, if using
- Purchase all non-perishable food and drinks

Three Days Ahead

- Begin cleaning, if you are hosting at your house
- Purchase all perishable food
- Begin preparing food

The Day Before

- Complete cleaning, if you are hosting at your house
- Continue preparing food

The Day Of

- Do any last minute tidying up
- Finish preparing food
- Put up decorations including centerpieces and items for theme
- Set up table, chairs, name placers, and entertainment