DATE:	Nov. 23 2017
TIME:	
LOCATION:	
# GUESTS:	

Thanksgiving Planning GUIDE

8 WEEKS BEFORE

- [ ] Set the date & time
- [ ] Send out Save the Date with date, time & location
- [ ] Make-up guest list
- [ ] Start making invites
- [ ] Choose the theme & color palette
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

6 WEEKS BEFORE

- [ ] Send out invites
- [ ] Start menu planning
- [ ] Inventory the tableware, decorations & supplies you have & what you'll need to get
- [ ] Purchase any specialty decorations or party supplies.
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

4 WEEKS BEFORE

- [ ] Make decorations &/or favors
- [ ] Finalize the menu
- [ ] Make grocery list
- [ ] Purchase any needed non-perishable supplies
- [ ] Make plans to borrow or rent any needed supplies
- [ ] Order pies & flowers
- [ ] Plan music
- [ ] _____
- [ ] _____

2 WEEKS BEFORE

- [ ] Start cleaning up & picking up house
- [ ] Finish any minor home improvement projects
- [ ] Do a dress rehearsal & take photos
- [ ] Start decorating by putting up your fall decorations
- [ ] Follow-up with guest who haven't responded
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

1 WEEK BEFORE

- [ ] Clean-out fridge & pantry
- [ ] Grocery shop for non-perishables
- [ ] Start any food prep if possible
- [ ] Finish any last projects
- [ ] Do a final inventory check for supplies
- [ ] Confirm delivery of rentals if necessary
- [ ] Clean serving ware, dishes, drink-ware & utensils
- [ ] Determine when to start defrosting turkey
- [ ] Start creating centerpieces
- [ ] Create time line for the day of
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

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Thanksgiving Planning GUIDE

2 DAYS BEFORE

- ☐ Finish house/outdoor cleaning
- ☐ Grocery shop for perishables
- ☐ Set out tables & chairs
- ☐
- ☐
- ☐
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1 DAY BEFORE

- ☐ Clean & set-up guest bath
- ☐ Pick-up pies
- ☐ Food prep
- ☐ Set-up trash cans with extra bags
- ☐ Make sure camera is charged or has batteries
- ☐ Set up drink station. Start chilling drinks if possible
- ☐ Clean-up front porch
- ☐ Set the table if possible
- ☐ Get a good nights sleep tonight!!!
- ☐
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THANKSGIVING

- ☐ Pick-up flowers, ice & forgotten groceries
- ☐ Prep turkey
- ☐ Make stuffing
- ☐ Cook turkey
- ☐ Peel & mash potatoes
- ☐ Warm up butter
- ☐ Finish setting table
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Use time line for details