DATE:	
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 speciality decorations or party supplies. Anything special you are ordering that is personalized or made to order, such as from Etsy.

4 WEEKS BEFORE

- ☐ Make decorations &/or favors
- ☐ Finalize the menu
- ☐ Make grocery list
- ☐ Purchase any needed non-persiable 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. All those things that you keep meaning to get to, like changing out that burnt out bulb.
- ☐ Do a dress rehearsal & take photos. At the time of day of your meal, test out the lighting, table setting, table layout, food layout, centerpieces, etc. Photos make it easy to recreate later.
- ☐ 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, drinkware & utensils
- ☐ Determine when to start defrosting turkey
- ☐ Start creating centerpieces
- ☐ Create time line for the day of

2 DAYS BEFORE

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

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!!!

THANKSGIVING

- ☐ Pick-up flowers, ice & forgotten groceries
- ☐ Cook, cook, cook

Use time line for details