**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