

# HOLIDAY EVENT PLANNING TIMELINE

Event Date: \_\_\_\_\_

## 6-8 WEEKS BEFORE

- Set budget and guest count
- Select date, time, and venue
- Book caterer or plan menu concept

## 4 WEEKS BEFORE

- Send out formal invitations / RSVPs
- Order decorations and party favors
- Finalize entertainment or playlist

## 2 WEEKS BEFORE

- Confirm RSVPs and final guest list
- Purchase non-perishable food and drinks
- Confirm details with any hired vendors

## 1 WEEK BEFORE

- Clean party space and organize layout
- Final grocery run for fresh ingredients
- Assemble favors and decor items

## DAY OF EVENT

- Set up food and beverage stations
- Finish last-minute food prep
- Light candles and start music 15 min early

## NOTES