

EVENT PLANNING TIMELINE

Event: _____ Date: ____ / ____ / ____

TIMELINE	ACTION ITEMS	COMPLETED
4-6 Weeks Out	Define theme, guest list, and set budget. Secure venue and date.	
3 Weeks Out	Send invitations. Plan menu and curate playlist. Order specialty decor.	
1 Week Out	Confirm RSVPs. Purchase non-perishables and beverages. Finalize layout.	
2 Days Out	Grocery shopping for fresh items. Begin prep cooking. Clean event space.	
Day Of	Pick up flowers/ice. Set the table. Final food assembly. Relax.	

ADDITIONAL NOTES & VENDOR CONTACTS