



The Madynn Company Event Planning Checklist

ONE MONTH BEFORE EVENT

Allow six weeks or more for a very large event.

MAP OUT THE DETAILS

- ☐ **Date** _____
- ☐ **Type of Event** _____
 - ☐ Theme _____
- ☐ **Venue**
 - ☐ If not at home, reserve venue.

- ☐ **Guest List+Invitations**
- ☐ **Budget**
- ☐ **Hire Event Planner** if you are going to use one.

- ☐ **Determine Any Needed Outside Services**
 - ☐ Food _____
 - ☐ Drinks _____
 - ☐ Food servers _____
 - ☐ Entertainment/Music _____
 - ☐ House cleaning service _____
 - ☐ Florist _____
 - ☐ Other _____

THREE WEEKS BEFORE EVENT

- ☐ **Choose Menu.**

If preparing food yourself, organize recipes and ingredients to purchase. If applies, find out what people are bringing or suggest/assign menu items.

- ☐ **Make a timeline** for preparing items that can be made ahead of time and frozen or stored in refrigerator.
- ☐ **Inventory** linens,tableware,chairs and tables,serving platters and utensils, etc. Make arrangements to borrow or rent what you do not have.
- ☐ **Buy drinks,wine,beer & other liquor.**
- ☐ **Shop for nonperishable items.**
- ☐ **Buy decorations.**
- ☐ **Set a mock dining table or buffet** serving line to determine whether you have enough room for all the food and guests.Borrow or rent any last-minute items.

- ☐ **Make sure you have some extra flatware and serving pieces.**

ONE WEEK BEFORE EVENT

- ☐ **Confirm guest list** with reminders to guests who have not RSVP'd.
- ☐ **Confirm orders with vendors.**

FOUR DAYS BEFORE EVENT

- ☐ **Prepare any food that will remain fresh for four days.**
- ☐ **Go over lists** of food,beverages, decorations,etc. and double-check your final shopping list.

TWO DAYS BEFORE EVENT

- ☐ Place any frozen foods in refrigerator to defrost.
- ☐ Iron table linens if needed.
- ☐ Do any last-minute cleaning required.
- ☐ Wash serving pieces, glasses, and polish silver.

ONE DAY BEFORE EVENT

- ☐ **Final shopping.**
- ☐ **Prepare final menu items.**
- ☐ **Set table and put up decorations if possible.**

DAY OF THE EVENT

- ☐ **Finish setting up** the serving area,bar,tables and chairs,special activities,etc.
- ☐ **Set out flowers and other decorations.**
- ☐ **Make sure bathrooms are clean and stocked.**
- ☐ **Finish preparing food.**
- ☐ **About four hours before** the event, start chilling drinks, sparkling and white wines.

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