



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 receipes and ingredients to purchase.
 - If applys, 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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SHOPPING CHECKLIST



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Guest List