



EVENT PLANNING CHECK LIST

SIX WEEKS BEFORE

- ☐ Choose theme / style
- ☐ Decide colour palette
- ☐ Confirm guest numbers
- ☐ Finalise guest list
- ☐ Send invitations with RSVP
- ☐ Begin menu planning
- ☐ Decide service style
- ☐ Choose music style
- ☐ Set budget



FIVE WEEKS BEFORE

- ☐ Book caterer / chef
- ☐ Book wait staff / bar
- ☐ Book florist
- ☐ Hire furniture
- ☐ Select tableware
- ☐ Select drinks



FOUR WEEKS BEFORE

- ☐ Finalise menu
- ☐ Confirm dietary requirements
- ☐ Order place cards
- ☐ Confirm deliveries
- ☐ Plan layout
- ☐ Decide cake
- ☐ Organise shade

THREE WEEKS BEFORE

- ☐ Confirm suppliers
- ☐ Order flowers
- ☐ Prepare seating plan
- ☐ Create hosting schedule
- ☐ Prepare playlist



TWO WEEKS BEFORE

- ☐ Confirm RSVPs
- ☐ Lock dietary list
- ☐ Prepare shopping lists
- ☐ Check linen
- ☐ Prepare bathroom supplies
- ☐ Brief helpers

ONE WEEK BEFORE

- ☐ Final supplier confirmation
- ☐ Polish tableware
- ☐ Prepare drinks quantities
- ☐ Draft toast



THREE DAYS BEFORE

- ☐ Décor shopping
- ☐ Deep clean
- ☐ Stage areas
- ☐ Prepare bathroom baskets
- ☐ Chill drinks

DAY BEFORE

- ☐ Food prep
- ☐ Set tables
- ☐ Arrange flowers
- ☐ Style décor
- ☐ Lighting & sound check
- ☐ Prepare welcome station



EVENT DAY

- ☐ Final clean
- ☐ Light candles
- ☐ Ice station
- ☐ Staff briefing
- ☐ Welcome guests

DAY AFTER

- ☐ Return hires
- ☐ Clean home
- ☐ Send thank-yous
- ☐ Record memories