

Timeline of planning an event		
When	What	Why
First thing	Decide on a theme	This is what your event is based on and can make the rest of the process so much easier.
6+ weeks in advance	Save the Date	This is only for major, once in a lifetime events. Make sure your guests know that
3-6 weeks in advance	Invitations	Make sure you send your invites far enough in advance so that people can plan your event. You want people to show up!
2 weeks in advance	Décor	Find, Gather, Buy, or Borrow décor up to 2 weeks in advance. This will make your life easier later!
2 weeks in advance	Food	Deciding on a menu, most events include some sort of food item and planning what that will be is important
1-2 weeks in advance	RSVP	It's always good to know who will be coming so you know how much food you need, what space you need, and anything else required of you.
Week of	Preparation	Prep any last-minute decorations, shopping, food ideas, drink ideas, set up, last minute rsvp, etc.
Day of	Preparation	Set up, put food and drink out, finish decorations, and do any last-minute prep! This is really the time for you to get excited for your guests to arrive!
Day of	Welcome	Welcome your guests and enjoy your event! All of your planning comes to pass right here.