Thanksgiving Checklist

Created: 12/25/2011

# Tasks:

☐ **3-4 Weeks Prior**

☐ **Determine your dinner menu.**

☐ **Create a list of everything you'll need to purchase and gather.**

☐ **Send invitations.**

☐ **If you need to place a special order for a smoked turkey or honey-baked ham, place it now.**

☐ **Map out roles for event helpers and delegate by asking for their assistance before your dinner.**

☐ **Start making holiday decorations for your home, if you desire.**

☐ **2 Weeks Prior**

☐ **Finalize your shopping list.**

☐ **Make or purchase your centerpiece**

*Buy candles, if needed.*

☐ **Verify dinner guests and what they are bringing (if anything).**

☐ **Place an order with your local bakery for rolls, pumpkin or other varieties of pies.**

☐ **Check your equipment, confirm you have enough for all your guests.**

☐ **1 Week Prior**

☐ **Do your grocery shopping a week ahead of time to help avoid the rush.**

☐ **Defrost your turkey (if it's frozen).**

☐ **Call any guests who have not responded.**

☐ **Make party costume or select outfit.**

☐ **1 Day Prior**

☐ **Clean your house.**

☐ **Decorate your house with holiday decorations.**

☐ **Settle on a seating arrangement and make place cards.**

☐ **Make and refrigerate any dishes that you can.**

☐ **Morning of Dinner**

☐ **Eat breakfast.**

☐ **Plan out and coordinate timing of dinner items so all are completed at the same time.**

☐ **Be sure to put the turkey in the oven early.**

☐ **Set the table.**

☐ **Dress in party outfit.**

☐ **When Dinner Begins**

☐ **Greet guests and invite them into your home.**

☐ **Lay out the food and beverages.**

☐ **Light candles.**