

Thanksgiving

EARLY NOVEMBER

- Make a guest list and gather contact information.
- Plan the menu.
- Send [holiday themed invitations](#) from SignUpGenius to collect RSVP's and request items for a potluck.
- Make a shopping list of all the food you need for your party.
- Place your order for a fresh turkey.
- Decide which china, glassware and table linens you'll use.
- Iron linens if needed.
- Order a floral centerpiece or buy supplies to create your own.

TWO WEEKS AHEAD

- Make sure you have enough tables and chairs for your guests.
- Check all serving dishes, flatware and glassware and polish your silver.
- Shop for any paper goods you will need.
- Clean your refrigerator to make room for your Thanksgiving items.
- Shop for nonperishable groceries.
- Make your place cards and table decorations.

ONE WEEK AHEAD

- Review your recipes and prepare a cooking schedule.
- Buy your frozen turkey and check the thawing time.
- Prepare your guest room with fresh linens and other special touches.
- Complete any needed outdoor work like raking leaves or cleaning the windows.
- Prepare items to keep the kids busy like arts and crafts, [games](#) or movies.
- Print out icebreaker questions and games.
- Make a playlist.

FOUR DAYS AHEAD

- Begin defrosting the frozen turkey in your refrigerator.
- Do major housecleaning and organizing.
- Put up wreaths and nonperishable decorations like candles.
- Organize containers, bags and wraps so guests can easily bring home leftovers.

EVENT PLANNER & CHECKLIST

DAY:

TIME:

PLACE:

TWO DAYS AHEAD

- Chill beverages.
- Shop for perishable items. Clean vegetables and refrigerate.
- Complete light housecleaning.

ONE DAY AHEAD

- Prepare food that can be made ahead, including any chopping or peeling.
- Check bathrooms for paper goods and hand towels.
- Do spot cleaning of the rooms that will be used.
- Set out serving pieces in order on a counter or buffet table.
- Set the table.
- Make a staging area for coffee, desserts and drinks. Stock with flatware, sugar and creamer, etc.
- Pick up floral arrangement or create your own.

Thanksgiving Day

- Fill condiment dishes with pickles, olives, cranberry sauce, etc. Cover and refrigerate.
- Assign family members tasks such as pouring drinks and watching the children.
- Remove turkey from the refrigerator for one to two hours.
- Add stuffing to the bird or place into casserole to bake separately.
- Preheat oven, put turkey in and baste every half hour or according to your recipe.
- Prepare coffee and brew 20 minutes before serving.
- Make gravy, heat last-minute vegetables and warm the bread or rolls as needed.
- Carve the turkey.
- Time for dinner! Share [icebreaker questions](#) to spark conversation.
- Clear the table and serve dessert.
- Relax or enjoy family games and activities.