

Event Planning Timeline

These are simply guidelines. It is always best to start planning as early as you can.

- **6-8 months:** Choose event, discuss event goals, choose leadership.
- **4-8 months:** Choose time and date and reserve location.
- **3-6 months:** Make food and drink arrangements.
- **2 months:** Send save-the-date information.
- **6 weeks:** Send invitation including RSVP deadline.
- **1-2 weeks:** Final count to caterer and check in with volunteers to remind them of their responsibilities.