

Decisions before purchases

Write one shared plan. These are planning prompts, not etiquette rules. Confirm dates and preferences with the guest of honor.

Guest of honor / lead host / contact:

Date / start / finish / confirmed location:

Guest group / children or partners / access requests:

Agreed spending limit / payer / shared-cost arrangement:

Activities wanted / gifts opened or kept for later:

Task	Must be ready first	Owner / due date
Confirm room	Draft count and guest needs	
Send invitations	Time, address, policy and RSVP contact	
Confirm quantities	RSVP review and supplier deadline	
Prepare activities	Guest of honor approves the choice	
Set up room	Service and seating plan	
Hand over records	Correct guest/gift names and recipient	

A missed prerequisite should stop its dependent purchase. Name one person to approve changes and pass them to the relevant helper.

Put tasks on real dates

Choose one route, then replace relative timing with actual deadlines. Supplier and venue deadlines take priority.

Stage	Longer example: 6-8 weeks	Shorter example: 2 weeks
Decide and confirm	6-8 weeks: preferences, space, guests, costs	Days 14-12: same decisions; available supplies
Invite and collect replies	4-6 weeks: invite; set practical RSVP date	Days 14-8: invite and resolve replies
Confirm food and activity	2-3 weeks: count review, menu, one activity	Days 11-8: available food and equipment
Prepare and brief	1 week: supplies, print pieces, handoffs	Days 7-3: one activity and helper handoffs
Final check	1-2 days: deliveries, room and helpers	Days 2-1: same final check

Task / prerequisite	Owner	Actual due date	Complete

RSVP date / unresolved replies / person following up:

Final supplier deadline / who confirms the count:

A shorter route reduces custom work; it does not skip space, guest or cost decisions. Keep food and activity instructions with their owners.

Event-day handoffs

A two-hour example: shift every time to your actual event. Each essential task needs an owner, supplies and a backup.

Example time	Action	Owner / backup / supply location
45 minutes before	Room and service check	
15 minutes before	Helpers confirm next tasks	
0-20 minutes	Welcome and arrivals	
20-60 minutes	Food and conversation	
60-80 minutes	One optional agreed activity	
80-105 minutes	Gifts if wanted, or conversation	
105-120 minutes	Thanks and departures	
After the gathering	Returns, records and close-down	

If a helper is absent, who receives the task and supplies?

Late guest change: who tells menu and setup owners?

Records handed to / borrowed items return date:

Keep private guest details out of shared photos and public posts. Give the guest of honor room to opt out of an activity or gift opening.