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.

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.