

# Spring Event Planning Checklist

Be Weisz Event Planning — Where Every Detail Matters

## 4–6 Weeks Before

- 1 Set your event date & time
- 2 Choose your location
- 3 Create your guest list
- 4 Decide on a theme or color palette
- 5 Book key vendors
- 6 Send invitations

## 2–3 Weeks Before

- 1 Plan your menu
- 2 Order décor or supplies
- 3 Confirm guest count
- 4 Plan layout
- 5 Create event timeline

## 1 Week Before

- 1 Grocery shop or confirm catering
- 2 Prep décor items
- 3 Confirm vendors
- 4 Check weather & backup plan
- 5 Prep event space

## 1–2 Days Before

- 1 Set up early items
- 2 Prep food
- 3 Charge devices
- 4 Lay out supplies
- 5 Review timeline

## Day Of Event

- 1 Set up remaining décor
- 2 Set out food & drinks
- 3 Final touches
- 4 Turn on music
- 5 Enjoy the moment

## **Most Important**

- 1 Be present
- 2 Enjoy your guests
- 3 Soak in the moment