**Thanksgiving Preparation Checklist**

Location/Date/Time :

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| --- | --- | --- | --- |
| Status | Description | Time | PIC |
|  | **THREE WEEKS BEFORE D-DAY** |  |  |
| 🞏 | Propose and Set Location |  |  |
| 🞏 | Propose Budget |  |  |
| 🞏 | Propose Number of Guest and Create Invitation List |  |  |
| 🞏 | Create Decoration Item List |  |  |
| 🞏 | Prepare to borrow table and chairs |  |  |
| 🞏 | Create Grocery List |  |  |
| 🞏 | Order food that should be ordered 3 weeks in advance  |  |  |
|  | **TWO WEEKS BEFORE D-DAY** |  |  |
| 🞏 | Purchase Turkey |  |  |
| 🞏 | Purchase Decoration Item |  |  |
| 🞏 | Purchase beverages  |  |  |
|  | **ONE WEEK BEFORE D-DAY** |  |  |
| 🞏 | Purchase foods/foods ingredient |  |  |
| 🞏 | Purchase any item that need to be purchased |  |  |
| 🞏 | Check and clean location |  |  |
|  | **TWO DAYS BEFORE D-DAY** |  |  |
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|  | **ONE DAY BEFORE D-DAY** |  |  |
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|  | **TODAY IS THANKSGIVING !!!** |  |  |
|  | **8 HOURS BEFORE DINNER** |  |  |
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|  | **2 HOUR BEFORE DINNER** |  |  |
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|  | **1 HOUR BEFORE DINNER** |  |  |
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|  | **ITS DINNER TIME!!!** |   |   |
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|  | **AFTER DINNER** |  |  |
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