



Thanksgiving

P L A N N E R



Thanksgiving Details

THE BIG DAY

DATE:

TIME:

PLACE:

BUDGET OVERVIEW

CATEGORY	EST. COST	ACTUAL COST

GUEST SUMMARY

NUMBER OF ADULT GUESTS:

NUMBER OF KIDS:

ADDITIONAL NOTES



Thanksgiving Checklist

DATE + TIME

THANKSGIVING DATE:

SET UP DATE + TIME:

GUESTS ARRIVAL TIME:

BUDGET

Create a Thanksgiving budget...

- Set up the budget
- Do a thorough breakdown of the budget
- Plan for extra expenses/miscellaneous items

ASSISTANCE

Let people help!

- Delegate tasks
- Need help with food? Ask people to bring something.
- Delegate tasks for the day of the event
- Decide on games, activities and entertainment
- Put someone in charge of getting guests a drink when they arrive
- Put someone in charge of music (or create a playlist)
- Ask someone to help with decorations + setting the table
- Ask someone to help clean up after

THE FOOD

Plan out your Thanksgiving menu

- Create a food budget
- Create a shopping list + check what's in your pantry
- Clear out your freezer + make space in the fridge
- Stock up on beverages (wine, soda, water, etc.)
- Create a baking + cooking list
- Find out from guests about food allergies + dietary requirements
- Finalize your menu

Thanksgiving Checklist

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Thanksgiving To Do List

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TO COOK

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TO DECORATE

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ADDITIONAL NOTES



Thanksgiving To Do List

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Brainstorm Sheet

THEME IDEAS

DETAILS

IDEAS

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Thanksgiving Recipe

RECIPE NAME

INGREDIENTS

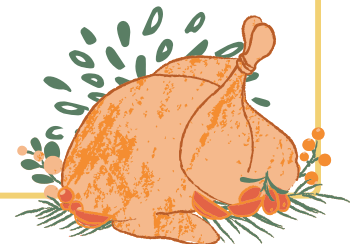
METHOD

NUMBER OF SERVINGS

PREP TIME

COOKING TIME

EQUIPMENT NEEDED



Menu Ideas

APPETIZERS

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SNACKS

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MAIN DISHES

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SIDE DISHES

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DESSERT

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OTHER / MISCELLANEOUS

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NOTES



Final Menu

APPETIZERS

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SNACKS

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MAINS

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OTHER/MISCELLANEOUS

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SIDES

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NOTES

DESSERT

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Thanksgiving Drinks

NON-ALCOHOLIC BEVERAGES

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ALCOHOLIC BEVERAGES

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NOTES



Dietary Requirements

GUEST NAME	ADULT / CHILD		REQUIREMENT/FOOD ALLERGY
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Leftover Recipe Ideas

LEFTOVER MEAL:

RECIPE IDEAS

LEFTOVER MEAL:

RECIPE IDEAS

LEFTOVER MEAL:

RECIPE IDEAS

LEFTOVER MEAL:

RECIPE IDEAS

LEFTOVER MEAL:

RECIPE IDEAS

Pottuck Planner

	NAME	RECIPE	QUANTITY
APPETIZERS			
SIDE DISHES			
DESSERT			
DRINKS			

Turkey Planner

TURKEY WEIGHT IN TOTAL: _____

FROZEN/THAWED: _____

THAW DURATION

TURKEY WEIGHT	THAW METHOD	DURATION

TIP: Take 4-5 days to thaw 20 lbs turkey in the fridge. Take 1 day extra for every 4 lbs.

BRINE/MARINADE RECIPE

INGREDIENTS	METHOD
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

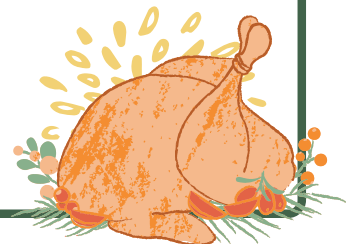
STUFFING RECIPE

INGREDIENTS	METHOD
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TURKEY RECIPE

INGREDIENTS	METHOD
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ADDITIONAL NOTES:



Kitchen Inventory

Take stock of your kitchen! What appliances do you need? Do you have enough dishes and cutlery? Plan out your serving bowls + platters.

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THE DINNER TABLE

ITEM	QTY	ITEM	QTY	ITEM	QTY
Gravy Boat		Salad Bowls		Candles	
Dinner Plates		Cutlery		Centrepiece	
Side Plates		Butter Dish		Place Cards	
Chargers		Salt + Pepper Jars			
Bowls		Napkins + Rings			
Serving Platters		Placemats			
Serving Bowls		Table Cloth			

GLASSWARE + BAR

ITEM	QTY	ITEM	QTY	ITEM	QTY
High Ball Glasses		Low Ball Glasses		Beer Tub	
Brandy Snifters		Tumblers		Shot Glasses	
Red Wine Glasses		White Wine Glasses		Water Glasses	
Champagne Glasses		Sherry Glasses		Beer Glasses	

Kitchen Inventory

GLASSWARE + BAR (CONT.)

ITEM	QTY	ITEM	QTY	ITEM	QTY
Bottle Opener		Cocktail Glasses		Ice Bucket	
Cocktail Shaker		Punch Bowl		Wine Decanter	

FLATWARE + UTENSILS

ITEM	QTY	ITEM	QTY	ITEM	QTY
Teaspoons		Dessert Spoons		Soup Spoons	
Serving Spoons		Serving Spoons		Utility Knife	
Slotted Servers		Dinner Forks		Salad Forks	
Dessert Forks		Dinner Knives		Steak Knives	
Cheese Knife Set		Bread Knife		Soup Ladle	

COOKWARE

ITEM	QTY	ITEM	QTY	ITEM	QTY
Roasting Pan		Measuring Cups		Measuring Spoons	
Baking Dishes		Mixing Bowls		Spatula	
Baking Sheet		Muffin Pan		Cake Pan	
Bread/Loaf Pan		Tart Pan		Pairing Knives	
Bundt Pan		Casserole Dish		Wooden Spoons	
Frying Pan		Saucepans		Stock Pot	
Cutting Boards		Ramekins		Double Boiler	

Budget Overview

MONTH

YEAR

BUDGETED AMOUNT

FOOD

DATE	DESCRIPTION	TOTAL
GRAND TOTAL		

DECORATIONS

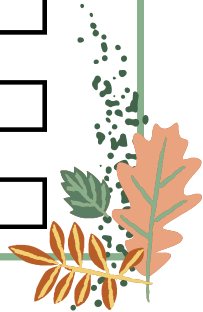
DATE	DESCRIPTION	TOTAL
GRAND TOTAL		

OTHER EXPENSES

DATE	DESCRIPTION	TOTAL
GRAND TOTAL		

CATEGORY	TOTAL
GRAND TOTAL	

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	TOTAL EXPENDITURE	<input type="text"/>
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Expenses

ITEM	QTY	TOTAL

TOTAL AMOUNT SPENT: _____



Guest List



NAME:	_____	ADDRESS:	_____
PHONE:	_____		_____
EMAIL:	_____		_____
# ADULTS:	_____	# KIDS:	_____
NOTES:			INVITATION SENT <input type="checkbox"/>
		RSVP: YES <input type="checkbox"/>	NO <input type="checkbox"/>

NAME:	_____	ADDRESS:	_____
PHONE:	_____		_____
EMAIL:	_____		_____
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NOTES:			INVITATION SENT <input type="checkbox"/>
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Thanksgiving Schedule

7:00	
8:00	
9:00	
10:00	
11:00	
12:00	
13:00	
14:00	
15:00	
16:00	
17:00	
18:00	
19:00	
20:00	
21:00	
22:00	


NOTES



Thanksgiving Schedule

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NOTES



Online Shopping List

PRODUCT	ONLINE SHOP	PRICE	WHEN WILL IT ARRIVE?



Online Order Tracker

COMPANY NAME

WEBSITE

ORDER #

ORDER DATE

ITEM	QTY	PRICE	EST ARRIVAL DATE	RECEIVED

ADDITIONAL NOTES ABOUT THIS ORDER



Decor Planner

STYLE / THEME

AREA	DECOR/IDEAS	NOTES



Thanksgiving Table

TABLE PLANNER

Draw a rough draft of your table layout and decor here

MAIN TABLE SEATING

Who sits where at the table?

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- 11 _____
- 12 _____
- 13 _____
- 14 _____
- 15 _____
- 16 _____

CHECKLIST

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NOTES

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Kids Table

KIDS TABLE PLANNER

CHECKLIST

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NOTES

KIDS TABLE SEATING

Who sits where at the table?

1	_____
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3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____
13	_____
14	_____
15	_____
16	_____

Buffet Service

SERVING STATION 1

WHERE TO SERVE:

Draw a rough draft of how dishes, utensils, and decor will be placed

BUFFET SERVER ITEMS

Number the various items and dishes on your sketch above

1	2	3
4	5	6
7	8	9
10	11	12
13	14	15
16	17	18

SERVING STATION 2

WHERE TO SERVE:

Draw a rough draft of how dishes, utensils, and decor will be placed

BUFFET SERVER ITEMS

Number the various items and dishes on your sketch above

1	2	3
4	5	6
7	8	9
10	11	12
13	14	15
16	17	18

Hosting Checklist

Make your home ready for guests!

HOSTING CHECKLIST

- Make your home smell nice
- Have extra toiletries available
- Have space to hang coats + place footwear
- Provide a drinks station for Thanksgiving day
- Put out fruit and snacks for Thanksgiving day
- Have games cards + games available
- Light candles before guest arrive
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NOTES

QUICK CLEANING CHECKLIST

- Wash linens and towels
- Wipe down bathrooms
- Put bathroom clutter away
- Scrub toilets
- Vacuum high traffic areas
- Take out trash in all rooms
- Fluff pillows and prep seating areas
- Clear clutter from all surfaces
- Freshen + tidy rooms for guests
- Add amenities to the bathrooms
- Wipe down kitchen counters
- Dust surfaces
- Mop the floors
- Open windows
- Clean and declutter as you go
- Wipe down surfaces

NOTES



Gratitude List



This year we are grateful for...

1

2

3

4

5

6

7

8

9

10

11

12

13

14

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16

Fall Bucket List

1

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Our Traditions

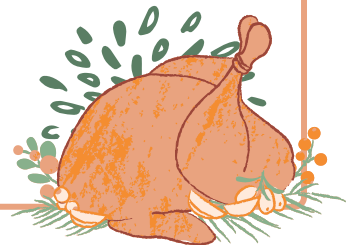
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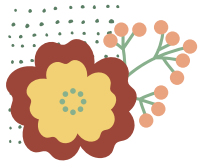
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NEW TRADITIONS

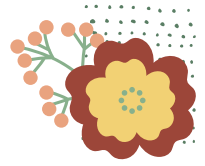
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NOTES





Daily Planner



6AM

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12PM

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11.

12AM.

DATE: _____

(m) (t) (w) (t) (f) (s) (s)

NOTES

THANKSGIVING TO DO LIST

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IMPORTANT

Weekly Planner

WEEK OF:

WEEK #: /52

IMPORTANT

NOTES



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

Weekly Checklist

FOR THE WEEK OF: _____

MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY + SUNDAY

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September

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NOTES



October

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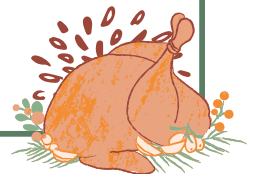
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November

M	T	W	T	F	S	S

NOTES



Memo Sheet

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REMINDERS

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IMPORTANT DATES

DATE	REASON/S

