

**Get Organized! Checklist  
Hosting July 4<sup>th</sup> Picnic**

To Do	Additional Comments or Suggestions	Completed
<b>2 - 4 Weeks Prior to Event</b>		
Send out the invites via phone, email, or official invitations.	July 4th is a big day for get-togethers and people normally receive invitations for multiple events; get the word out sooner rather than later!  Don't invite more guests than your home, your family, or your efforts can handle.	Y/N  NA
If you expect guests to pitch in with preparation, food, drinks, or supplies - let them know up front.	Keep track of who volunteers to bring what or do what. If a person cancels, you will know what needs to be replaced.	Y/N  NA
Find out if any guests are vegetarian or have allergies to certain types of food.	This little bit of information will be good to know later when planning the food.	Y/N  NA
Confirm how many children will be coming.	Do you need toys, games, etc. to entertain them? Special food for them?	Y/N  NA
<b>1 Week Prior to Event</b>		
Create a "To Do," "To Buy," and "To Get" list.	See the Party Prep Worksheet on Clutterbugs website for a pre-made, fill-in-the-blank listing.	Y/N  NA
Decide on the food spread.	Not sure on what to pick? Visit <a href="http://www.picnicportal.com/">http://www.picnicportal.com/</a> . They offer a free recipe e-book and other ideas for seasonal picnics.	Y/N  NA
Decide on the beverages.	Some options: ice tea, beer, lemonade, summer cocktails, and chilled wine.	Y/N  NA
Decide on the supplies.	Make sure you coordinate the supplies with what you are serving. If you are planning on steaks, then include steak knives. If you are planning on ribs, buy extra napkins and wipes for the mess.  Remember: charcoal, lighter fluid, bottle openers, condiments, ice for coolers, and music for mood.	Y/N  NA
If decorating, decide on items needed to create the look.	Some options: tablecloths, banners, balloons, candles, and tiki torches.	Y/N  NA

	Buy immediately, especially if ordering online. This will save you from trying to find stuff at the last minute!	
Think about your location from a safety and comfort perspective.	Do you need to rent or borrow umbrellas to block the sun? Do you need citronella candles to counteract mosquitoes? Do you need to obtain extra chairs?  Include these items on your "To Do" or "To Buy" lists for the cookout.	Y/N  NA
<b>1 - 2 Days Prior to Event</b>		
Prepare the site of the cookout.	Does the yard need mowing? Do the weeds need to be pulled? Patio swept? Dog poop picked up?	Y/N  NA
Clear out extra room in the fridge.	You will need this to store food that you make early and beverages you need to cool before the cookout starts.	Y/N  NA
Prepare dishes that keep well, like side dishes and desserts.	This will save you valuable time on the day of the cookout!	Y/N  NA
Clean and prepare the grill and coolers.	Just in case they are not in working order for some reason.	Y/N  NA
Check your First Aid Kit to make sure it is stocked.	If you don't have a First Aid Kit, then make one or buy one. These are good to have on hand, especially with kids. Make sure it includes aspirin, band aids, aloe vera, bug repellent, and sunscreen.	Y/N  NA
<b>12 Hours Prior to Event</b>		
Chill beverages in fridge or on ice.		Y/N  NA
<b>3 - 12 Hours Prior to Event</b>		
Marinate or season meats.		Y/N  NA
Gather games and other entertainment items.		Y/N  NA
Place First Aid Kit in an easily accessible place.		Y/N  NA
Decorate site.		Y/N  NA
Finish up food preparation.		Y/N  NA

<b>1 Hour Prior to Event</b>		
Get ready to grill!	If you need some help in this department, check out: <a href="http://www.howstuffworks.com/how-to-grill-cooking.htm">http://www.howstuffworks.com/how-to-grill-cooking.htm</a> .	Y/N  NA

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