



Picnic Planning Checklist

One Year Prior to the Event:

- Determine the Budget
- Determine the Picnic Date
- Choose the Location
- Hire an Event & Picnic Planning Company

6 Months Prior to the Event:

- Choose the Location, if you have not done so already
- Secure All Permits
- Send Out a Save the Date
- Pick a Theme
- Choose the Menu, Beverages and Concession Items
- Choose the Entertainment and Equipment
- Secure All Vendors, if a picnic planning company has not been hired to handle

3 Months Prior to the Event:

- Put Together a Timeline of Activities
- Guest List
- Market the Picnic and Send Out Invitations/Fliers
- Assign Roles

One Month Prior to the Event:

- Confirm Guest Count
- Pay All Final Balances

Day of the Event:

- Have Fun and Enjoy!

The Hardest Part is Deciding How Much Fun You Want to Have!

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