

# Thanksgiving Checklist

by SignUpGenius

## EARLY NOVEMBER

- Make a guest list and gather contact information.
- Send [holiday themed invitations](#) from SignUpGenius to coordinate dishes.
- Make a shopping list of all the food you need for your party.
- Place your order for a fresh turkey.
- Decide which china, glassware and table linens you'll use.
- Iron linens if needed.
- Order a floral centerpiece or buy the supplies to create your own.

## TWO WEEKS AHEAD

- Make sure you have enough tables and chairs for your guests.
- Check all serving dishes, flatware and glassware and polish your silver.
- Shop for any paper goods you will need.
- Clean your refrigerator to make room for your Thanksgiving items.
- Shop for nonperishable groceries.
- Make your place cards and table decorations.

## ONE WEEK AHEAD

- Review your recipes and prepare a cooking schedule.
- Buy your frozen turkey and check the thawing time.
- Prepare your guest room with fresh linens and other special touches.
- Complete any needed outdoor work like raking leaves or cleaning the windows.
- Prepare items to keep the kids busy like arts and crafts, games or movies.

## FOUR DAYS AHEAD

- Begin defrosting the frozen turkey in your refrigerator.
- Do major housecleaning and organizing.
- Put up wreaths and nonperishable decorations like candles.
- Organize containers, bags and wraps so guests can easily take home leftovers.

## TWO DAYS AHEAD

- Chill beverages.
- Have centerpiece delivered or buy flowers for the table.
- Shop for perishable items. Clean vegetables and refrigerate.
- Complete light housecleaning.

## ONE DAY AHEAD

- Prepare food that can be made ahead, including any chopping or peeling.
- Check bathrooms for paper goods and hand towels.
- Do spot cleaning of the rooms that will be used.
- Set out serving pieces in order on a counter or buffet table.
- Set the table.
- Make a staging area for coffee, desserts and drinks. Stock with flatware, sugar and creamer, etc.

## THANKSGIVING DAY

- Fill condiment dishes with pickles, olives, cranberry sauce, etc. Cover and refrigerate.
- Assign family members tasks such as pouring drinks and watching the children.
- Remove turkey from the refrigerator for one to two hours.
- Add stuffing to the bird or place into casseroles to bake separately.
- Preheat oven, put turkey in and baste every half hour or according to your recipe.
- Prepare coffee and brew 20 minutes before serving.
- Make gravy, heat last-minute vegetables and warm the bread or rolls as needed.
- Carve the turkey.
- Enjoy the dinner!
- Clear the table and serve dessert.

The image displays three examples of online sign-up sheets for Thanksgiving dinners. Each sheet is a digital form with a header, a title, a description, and a list of available slots. The first sheet is for 'Thanksgiving Potluck Luncheon' for Bank Employees, with a date of 11/23/2017. The second sheet is for 'Thanksgiving Dinner for the Homeless' for Holy Trinity, with a date of 11/23/2017. The third sheet is for 'Thanksgiving Feast at the Smiths' for The Smith Family, with a date of 11/23/2017. Each sheet shows a list of available slots, RSVP status, and a list of dishes with assigned guests.



SignUpGenius provides free online sign up sheets that make it easy to coordinate any holiday potluck party!