

INVITE LIFE

30-MINUTE KICKOFF CHECKLIST



Go From Overwhelmed to Organized

THE CHECKLIST

Set a timer for 30 minutes. Do what you can-stop when time's up.

Checklist (15 Items):

- ☐ Choose the event day/time (or top 2 options)
- ☐ Pick location (or shortlist)
- ☐ Estimate guest count range
- ☐ Decide the vibe in 3 words
- ☐ Choose your "one main priority"
- ☐ Set a rough budget cap
- ☐ Decide food approach (simple/catered/potluck)
- ☐ Start the guest list (must-invite)
- ☐ Decide if kids are included
- ☐ Identify 1 helper (if needed)
- ☐ Note any constraints (work schedule, travel, etc.)
- ☐ Create a simple timeline (rough)
- ☐ List what you already own (decor/serveware)
- ☐ List what you need to buy/borrow
- ☐ Choose your next planning day/time

Pro Tip Box: Momentum beats perfection. You can refine later.

QUICK DECISIONS & NEXT STEPS

MY NEXT 3 ACTIONS

1. _____ by (date) _____
2. _____ by (date) _____
3. _____ by (date) _____

IF I'M STUCK, I'LL SIMPLIFY

- ☐ Reduce guest count
- ☐ Simplify menu
- ☐ Choose fewer decor zones
- ☐ Shorten the timeline
- ☐ Ask for help

NOTES

CONTACT US



INVITE LIFE

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Want the advanced version?

START PLANNING



THANK YOU

Thank you for being here with Invite Life.

Every celebration is a chance to reconnect, mark a milestone, and create memories—and we're grateful you've invited us into that process.

We hope this resource helps you feel supported and prepared from start to finish. Keep it close as you plan, and know that you're building something special—one decision at a time.

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Need Help or Have Questions?

Don't stress! We're here to guide you through every step. Just email us or fill out the contact form and we'll do our best to assist you as you progress forward.

Same goes for any questions you may have. Just email or use the contact form and we'll get back to you as soon as we can.

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