

INVITE LIFE

SIMPLE TIMELINE PLANNER



Stay on Track Without a Complicated System.

WWW.INVITE-LIFE.COM

MILESTONES TABLE

CHOOSE YOUR PLANNING WINDOW

Circle one: 2 weeks / 4 weeks / 6 weeks / 8+ weeks

MILESTONES

Task	Due Date	Owner	Status (Not Started/In Progress/Done)
Confirm date/time/location			
Finalize guest list			
Invitations sent			
Menu decided			
Shopping list finalized			
Decor plan finalized			
Supplies gathered			
Prep day plan			
Day-of Timeline			
Post-event wrap			

Pro Tip Box: Put the “decision tasks” early. They unblock everything else.

WEEK-BY-WEEK FOCUS

This Week's Focus

Top 3 Tasks:

- 1.
- 2.
- 3.

Notes:

Waiting On:

Next Week's Focus

Top 3 Tasks:

- 1.
- 2.
- 3.

Notes:

Waiting On:

Week Before Event

Top 3 Tasks:

- 1.
- 2.
- 3.

Notes:

Waiting On:

Day-Of Essentials

Top 3 Tasks:

- 1.
- 2.
- 3.

Notes:

Waiting On:



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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