

# *The Thoughtful Occasion*

## ICE CREAM SOCIAL PLANNING CHECKLIST

### **4 Weeks Before**

- Select the date and time
- Put together the guest list
- Find an invitation

### **3 Weeks Before**

- Send the invitations
- Plan the ice cream, toppings and beverages you'll serve
- Determine what you will use for trays, topping containers, napkins, etc.
- Purchase or borrow any items you don't already have

### **1 Week Before**

- Contact anyone who hasn't RSVP'd
- Create your grocery list
- Purchase all non-perishable grocery items and rock salt

### **2 Days Before**

- Purchase remaining grocery items
- If pre-making ice cream, prepare the ice cream base

### **The Day Before**

- If pre-making ice cream, process ice cream
- Prepare any toppings needed
- Prepare base for ice cream guests will help process
- Set up everything that you can ahead

### **The Morning Of**

- Purchase ice
- Chill beverages
- Put non-refrigerated toppings in their containers
- Finish any remaining set up

### **Right Before Guests Arrive**

- Set out refrigerated toppings and your beverages
- Get your ice cream maker(s) ready