Retirement Party Countdown Checklist

From eight weeks out to the week of

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Retiree: _____

Party date / time: _____

6-8 weeks before

- [ ] Ask the retiree what they want
- [ ] Set budget and date
- [ ] Pick format: office, lunch, dinner
- [ ] Start the guest list

2-3 weeks before

- [ ] Choose theme, order decor
- [ ] Order food and cake
- [ ] Line up 2 or 3 speakers
- [ ] Build the slideshow

4-5 weeks before

- [ ] Book the room
- [ ] Send invitations
- [ ] Order favors, banner, keepsake
- [ ] Start the memory book

Week of

- [ ] Confirm RSVPs
- [ ] Finalize the program
- [ ] Print the memory book
- [ ] Set up the room

Trackers

Speaker	Topic or story	Minutes

Food / item	Who brings or orders	Cost

Cake ideas: "Happily Retired, [Name]!" · "The Adventure Begins" · "[Years] Years Well Done". Keep speeches under three minutes.