

2 VERSES

21- DAY COUNTDOWN PLANNER FOR AN EASY GAME NIGHT! BY 2VERSES.COM

WEEK THREE

- ☐ Day 21: GOALS:
 - ☐ Who do you want to impact?
 - ☐ What do you want to achieve?
 - ☐ What is the max amount of guests you want to attend your event?
 - ☐ Do you want to host this event in an intimate setting or a shared public space?
- ☐ Day 20: LOGISTICS
 - ☐ Choose your number of guests.
 - ☐ Narrow down on location options.
 - ☐ Narrow down on time frame (day of the week and time of day).
- ☐ Day 19: KNOCK OUT GUEST LIST
 - ☐ Record names, emails, and phone numbers by writing them down or adding them to a spreadsheet.
 - ☐ Complete the first draft of your invitation.
- ☐ Day 18: FEELERS:
 - ☐ Send out first invitation text to guest list: "Hey! I want to bring back game night with friends, and I would love for you to come! I am thinking about hosting the gathering at my house in a little over two weeks from now, more details coming your way!"
 - ☐ Secure event location and date.
- ☐ Day 17 - Day 16: ENTERTAINMENT
 - ☐ Draft a menu: snacks and drinks.
 - ☐ Brainstorm activities: What other games will you play after playing the 2 VERSES, icebreaker game? Will you play music?
 - ☐ What time will the party start and end?
- ☐ Day 15: YOU ARE 2 WEEKS OUT
 - ☐ Confirm all of the game night details for your official invitation.
 - ☐ Include the time, date, and location.
 - ☐ Include descriptive blurbs: "bring your favorite board game" or "light eats will be served."
 - ☐ Are you in a big city? Tell your guests where to park.
 - ☐ Ask about food allergies.

- ☐ Include an RSVP-by-date. We suggest giving your guests at least five days to RSVP, which provides you with ten days to shop and prepare. Then get your invites out.

WEEK TWO

- ☐ Day 14 - Day 11: GAME NIGHT SCHEDULE
 - ☐ Schedule your game night by setting a time frame for each activity.
 - ☐ Build shopping lists for food, activities and accommodations.
- ☐ Day 10: RSVPs ARE IN
 - ☐ Your RSVPs should be in by now! Check with those who have not confirmed.
 - ☐ Plan how you will set up your venue (seating, tables, etc).
 - ☐ Add quantities to the items you saved on your shopping lists.
- ☐ Day 9 - Day 7: SHOP
 - ☐ Get your shopping done, perishable items can go in the freezer.
 - ☐ If serving produce, buy fresh fruits closer to the event.
 - ☐ Grab a friend if you need help.
 - ☐ Send a reminder text to your invitees: "Can't wait to see you at game night in a week!"

WEEK ONE

- ☐ Day 6: LESS THAN A WEEK OUT You have conquered so much to this point.
 - ☐ From here on out, you are prepping your venue, activities, and food.
- ☐ Day 5 - Day 4: DOTTING YOUR I's CROSSING YOUR T's
 - ☐ Check inventory, make sure all of your supplies on your shopping list are in.
 - ☐ Pick out your outfit for game night.
- ☐ Day 3 - Day 2: PREP
 - ☐ Defrost frozen foods if necessary.
 - ☐ Start setting up the venue, if possible.
 - ☐ Prep food platters if applicable.
- ☐ Day 1: FOLLOW UP
 - ☐ Send your guests a short message like, "Can't wait to see you tomorrow for game night."
 - ☐ Continue preparing your venue.
- ☐ Day 0: TODAY IS THE DAY
 - ☐ Finish setup!
 - ☐ Leave some time to get yourself ready.
 - ☐ Have fun. Take pictures.

- ☐ Remember to write out your thoughts on what you could have done better for next month's game night :P

SHARE

Share the fun with us on IG using #2versesgamenight and tagging @2VERSES

Questions? Reach us by email at staff@2verses.com