

Holiday Party Checklist

Six Weeks Ahead

- ☐ Decide on a party theme
- ☐ Pick a date
- ☐ Pick a location

Five Weeks Ahead

- ☐ Purchase and/or Design Invitations (Stamps if needed)
- ☐ Mail, Deliver, or Email Invitations

Four Weeks Ahead

- ☐ Plan party décor, include an inventory of your existing décor.
- ☐ Purchase any needed décor via sales and coupons.

Three Weeks Ahead

- ☐ Plan party menu- keeping any allergies, sensitivities, and preferences of your guests in mind.
- ☐ Purchase any frozen or sealed food via sales or coupons and store for party.

Two Weeks Ahead

- ☐ Follow up with any unanswered RSVPs for the party.

One Week Ahead

- ☐ Purchase or make party favours.

Two to Three Days Ahead

- ☐ Purchase refrigerated food and produce to ensure freshness.
- ☐ Decorate space, and prepare and wrap favours.

Day Of

- ☐ Prepare hot food, keep in warming dishes. Prepare beverages, leave in fridge.
- ☐ Lay out serving dishes, appetisers, and baking in saran wrap.
- ☐ Lay out all dishes, cutlery, and glasses.
- ☐ Turn on music or movies.
- ☐ Get dressed.
- ☐ Welcome guests and enjoy party!

