Let's Celebrate

Christmas Party Planning Checklist

From the first invitation to the last toast

3 to 4 Weeks Before

- [ ] Set the date and time
- [ ] Make your guest list
- [ ] Send the invitations
- [ ] Set your budget
- [ ] Choose a color palette or theme

2 Weeks Before

- [ ] Plan the menu and drinks
- [ ] Order special items or rentals
- [ ] Plan the table and decor
- [ ] Make a holiday playlist

1 Week Before

- [ ] Confirm RSVPs and food allergies
- [ ] Shop for decor, candles and napkins
- [ ] Check dishes, glassware and linens
- [ ] Clean the entry and guest bath

2 to 3 Days Before

- [ ] Grocery shop
- [ ] Make desserts and make-ahead dishes
- [ ] Print place cards, menus and recipe cards
- [ ] Pick up flowers and greenery

The Day Before

- [ ] Set the table
- [ ] Chill drinks and make extra ice
- [ ] Prep ingredients and garnishes
- [ ] Set up the drink station

The Day Of

- [ ] Arrange flowers and light the candles
- [ ] Turn on the music and twinkle lights
- [ ] Set out appetizers
- [ ] Do a final walk-through, then enjoy!

Notes

Shopping List