

ULTIMATE CHECKLIST FOR YOUR CHRISTMAS PARTY

1 MONTH BEFORE

- Come up with the best day and time for the party
- Draft a realistic budget
- Make a list of the guests you plan to invite
- Choose the venue
- Make the invitations
- Arrange on type of entertainment and select the best playlists for your guests

3 WEEKS BEFORE

- Distribute all the invitations marked with an RSVP system
- Come up with a considerate menu that meets the preferences of most of your guests, if not all. If you plan to look for caterers, you should communicate to them what you expect
- Make necessary décor arrangements for a colorful and fashionable party
- Buy selected gifts and favors for your guests
- Identify spots in the venue where centerpieces will complement the décor
- Create space according to the number of guests you expect. You may need to rent additional space or furniture to make them feel comfortable.
- Confirm that you are all set in terms of entertainment. Make a list of the games and activities that will happen

2 WEEKS BEFORE

- Make purchases for gifts and bags and ensure they reflect your holiday theme
- Party decorations should also come with a touch of your holiday theme
- Take note of any items coming in
- Check that there are enough utensils in the event to serve all your guests
- Classify and personalize your gifts and favors according to the recipient's preferences

1 WEEK BEFORE

- Reach guests who have not yet responded to your invitation. This would help communicate the message in case they did not receive it. Also, it would be an excellent platform for the guest to confirm attendance.
- Delegate specific responsibilities for the party day to people you can rely on
- Confirm that you have enough food and drinks
- Make necessary changes to setting and transport items to the venue
- Confirm with stakeholders such as venue, caterers and entertainment

2 DAYS AHEAD OF THE PARTY

- Finalize on the day's activities and prepare necessary items and décor
- Charge your camera and keep it ready
- Make favors for your guests such as globes, Christmas hats, and candy canes.
- Check whether there will be enough food
- Create a schedule for food preparation
- Decide on the best layout for the Christmas party

1 DAY TO THE PARTY

- Beautify home or venue
- Pick up flowers from the garden or florist
- Prepare food that needs to be prepared a day before if there is any

CHRISTMAS PARTY'S EVE

- Ensure fresh food is prepared
- Ensure that the venue is clean
- Set up the appropriate food and drinks
- Set up one or two first aid kits
- Identify spots to place your trash bags and provide clear direction to the washrooms
- Enjoy your Christmas holiday!

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