CHRISTMAS PARTY PLANNER

Party Overview

The big picture: when, who, how much

Party date & time

Venue / location

Theme

Guests expected

Dress code

Budget total

Countdown to-do list

4 WEEKS BEFORE

- [ ] Pick date & send invitations
- [ ] Plan menu & drinks
- [ ] Book rentals / extra chairs
- [ ]

2 WEEKS BEFORE

- [ ] Confirm RSVPs & dietary needs
- [ ] Order meat / cake / special items
- [ ] Plan music & games
- [ ]

1 WEEK BEFORE

- [ ] Shop for non-perishables
- [ ] Clean & declutter
- [ ] Prep decorations & table
- [ ]

2 DAYS BEFORE

- [ ] Fresh shopping & ice
- [ ] Prep make-ahead dishes
- [ ] Set table & drinks station
- [ ]

PARTY DAY

- [ ] Chill drinks, set out food
- [ ] Music on, candles lit
- [ ] Enjoy the party!
- [ ]

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CHRISTMAS PARTY PLANNER

Guest List & RSVPs

Who's coming, what they eat and who's bringing what

#	Guest name	RSVP	# people	Dietary needs	Bringing
1		☐			
2		☐			
3		☐			
4		☐			
5		☐			
6		☐			
7		☐			
8		☐			
9		☐			
10		☐			
11		☐			
12		☐			
13		☐			
14		☐			
15		☐			
16		☐			
17		☐			
18		☐			

Allergies to remember

Kids' activities & seating notes

CHRISTMAS PARTY PLANNER

Menu & Shopping List

Plan every course, then shop once

Nibbles & starters

Mains

Sides & salads

Desserts

Drinks

Kids' table

Shopping list

Fresh & fridge

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Pantry & drinks

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Decor & extras

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

CHRISTMAS PARTY PLANNER

Day-Of Timeline & Checklists

Run the party without the stress

Timeline

Morning	Final shop, ice, flowers
12:00	Prep food & chill drinks
2:00	Set table & decorate
4:00	Music, candles, lights
5:00	Get ready!
5:30	Guests arrive — nibbles out
6:30	Mains served
8:00	Dessert & games
9:30	Coffee, tea & cleanup

Decor & drinks

- [ ] Tree lights on
- [ ] Candles & matches
- [ ] Napkins & cutlery
- [ ] Glasses & ice
- [ ] Drinks station
- [ ] Playlist ready
- [ ] Games & prizes
- [ ] Bin bags & recycling
- [ ] Coat space

Thank-you notes to send

Next year I'll...