

# HOLIDAY PARTY

## checklist

### ONE MONTH before

#### DECIDE ON YOUR PARTY'S

- Date and location (reserve venue if necessary)
- Theme (ugly sweaters anyone?)
- Budget: \_\_\_\_\_
- Guest list and send custom invitations

### THREE WEEKS before

- Order your party supplies! You'll need custom napkins, personalized cups, and plates
- Book a caterer or plan your menu and signature festive cocktails
- Plan games or activities
- If you are planning a gift swapping game, purchase any party favors and gift wrap

### ONE WEEK before

- Finalize the schedule of your event
- Send a reminder to guests who haven't RSVP'd
- Share relevant event details like parking information with your guests
- Make a jingle bell rockin' playlist

### 1-2 DAYS before

- Buy all groceries
- Prep any make-ahead food
- Decorate your house or event space (don't forget the mistletoe!)
- Set up your tablescapes

### party DAY

- Finish last minute decorating
- Chill drinks (save some for the guests!)
- Prepare final menu items
- Have a jolly good time!

### ONE WEEK after

- Send custom thank you cards to your guests
- Create a shared album to send photos from the event to your guests

HAPPY HOLIDAYS!

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