

# CHRISTMAS HOLIDAY OPEN HOUSE Checklist

## 1 MONTH OUT

- Set a party budget
- Plan a stress-free menu
- Order the greenery
- Reserve any rental items
- Organize & plan decorations
- Send themed SignUpGenius invitations
- Book professional services (caterers, Santa, etc.)

## 3 WEEKS OUT

- Bake/freeze Christmas cookies to reheat later
- Decorate the big stuff (Christmas tree, garland, outdoor lights)
- Order any party favors
- Clean serving dishes & linens
- Make master shopping list
- Shop for non-perishables
- Plan games/activities for children
- Finalize your party outfit

## 1 WEEK OUT

- Buy any frozen items
- Clear fridge for party food
- Buy your beverages
- Deep clean your bathrooms
- Coordinate a holiday playlist
- Send a message to guests with any updates
- Make/buy props for a photo wall
- Confirm any professional help/services
- Buy materials for any crafts/games

## 2 DAYS OUT

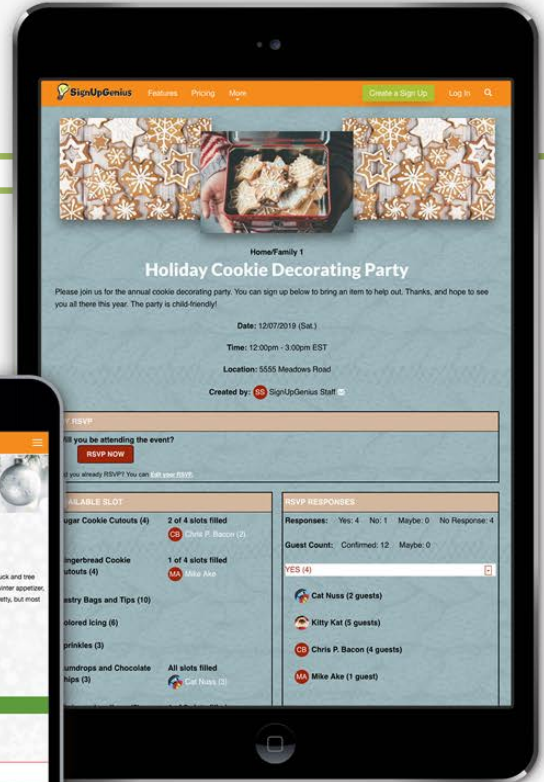
- Decorate with the little stuff (fresh greenery, candles)
- Set up extra furniture
- Buy any fresh items/flowers
- Remind and thank any helpers
- Thaw any pre-cooked frozen items

## 1 DAY OUT

- Complete light cleaning of common areas
- Stock the necessities (tissues, napkins, matches)
- Cook any fresh items that can be reheated day of
- Prep any fruits/vegetables
- Take out household trash cans
- Set up a drop zone for coats/bags

## DAY OF

- Tidy any common areas
- Arrange drinks station
- Set out food/serving utensils
- Cook any items that must be fresh day of
- Turn on all lights + background music
- Get dressed and greet guests



Send online party invites and coordinate holiday potlucks with SignUpGenius.