

# Ultimate Planning Guide

# Christmas

## Decorations

Wreath for front door  
 Table linens  
 Candles

Autumn-themed accessories  
 Centerpiece  
 Favors/place cards

## Menu

Breakfast \_\_\_\_\_

Hors d'oeuvres \_\_\_\_\_

	Selection	Cookbook	Make ahead?	Ingredients purchased
First Course				
Main dish				
Side dishes				
Salads				
Rolls/bread				
Desserts				
Wine/beverage				

# Shopping List

Meats

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Spices

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Other  
Ingredients

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Dairy

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Beverages

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Fresh  
Produce

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Baking  
Ingredients

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# Master Task List

It's never too early to start planning your Christmas holiday. For each item on list (and this is just to get you started!), set a budget and calendar a date. For example, when will you put up the tree? When will you put up the outdoor lights, or call a light hanging service?

Of course, any list is only useful if it's reviewed by its maker. Santa had it right: make a list and check it twice. Review this list each week to make sure you are meeting your deadlines and keep procrastination at bay. As you complete each item, cross it off your list.

## **Decorate**

### Outside/Front Entry

- Wreath for front door
- Door mat
- Lights for front windows porch
- Outside lights
- Electric candles for front windows
- Art for foyer
- Vignette for foyer table

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### Living/Family Room

- Center piece for coffee table
- Tree
- Lights, ornaments, tinsel, tree topper
- Mantle decorations

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### Dining Room

- Center piece for the table
- Vignette for sideboard
- Candles

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## Kitchen

Center Piece For Your Table

Holiday Dish Towels

Kitchen Tree

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## Powder Room/Guest Bath

Holiday Towels

Art

Accessories for vanity top

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## Master Bedroom

Holiday Candles

Flannel Sheets

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\_\_\_\_\_

## **Purchase or make gifts**

Gift wrap

## **Bake cookies and other goodies**

Purchase ingredients

Flour

Sugar

Eggs

Butter

Decorations

Chocolate chips

Nuts

Jam

What else??

## **Send holiday cards**

Purchase cards (or unpack the cards from last year's sale)

Update mailing list and addresses

Schedule e-cards

## **Ship packages**

Packing materials

## **Plan holiday menu** (use the above table)

## Calendar important dates

Note: as you calendar each event work backwards and calendar each element you need to do to meet your deadline. For example, if you have a target date to mail holiday cards, you will want to make time to review your mailing list, update addresses and purchase stamps (hint: save time and buy online at [www.usps.gov](http://www.usps.gov)).

Shipping deadlines (hint: mail early, especially overseas addresses!)

Mail holiday cards

Travel dates

    Departure date if you are traveling

    Arrival dates if people are visiting you

Party Dates

School functions

Church functions

Office functions

Dinner dates with friends

Volunteer functions

