

CHRISTMAS PARTY CHECKLIST

Who Will You Invite to Your Party? Start by making a list of everyone you'd like to invite to your party. This invitee list will be used several times throughout the party planning process. Make a note of your estimated guest count.

When Will You Have Your Party? Keep in mind that many office holiday parties are planned for Friday and Saturday evenings throughout December. You may want to check with a few of your closest friends first to make sure that they don't have any conflicting party plans.

What Time Will You Have Your Party? Will your party include adults only or will kids be invited? If little ones will be in attendance, you may want to start the party early so that little ones can get home before bedtime. You may even want to break your party into two portions - day time activities for the little ones and evening festivities for the adults.

Where Will You Host Your Party? Do you have a large enough home to accommodate all of your party guests? If not, what are some other alternate options? In some cities you can rent a small hall for a small fee but then you'll have to haul all of your food and decorations to an alternate location. You may have to write a pros and cons list for hosting your party at home or at a separate venue.

Will Your Party Have a Theme? Some Christmas parties have a theme (besides being a "Christmas" theme). When completing your Christmas Party Checklist, you'll want to keep your theme in mind.

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How Will You Invite Guests to the Party? Will you use electronic invitations or paper invites? You'll want to send these out a few weeks before the party so guests can plan ahead. Make sure you give guests a contact method for RSVP. If you'll be planning a special theme or dress code for the party, be sure to include this information on the invitation as well. Make a note of guests who have responded with their attendance.

What Food Will You Serve? Are there any known allergies that you need to be aware of? Be sure to note these on your Christmas Party Checklist so you don't forget! Will you be serving appetizers only? Desserts? Chickabug has a great printable to use as a guide for knowing [how much food to make to serve your guests](#). If you'd like to try some new recipes without doing all of the food preparation yourself, perhaps you want to arrange for a potluck where guest volunteers are asked to bring dishes to share at the party. You'll also need to think of what dishes, utensils, napkins and cups you'll use at the party.

What Drinks Will You Serve? Will you be serving alcohol at your party? Do you want to make special arrangements for getting guests home safely? Perhaps asking guests to volunteer to be designated drivers?

How Will You Decorate Your Party? My favorite holiday decorations are lights - lots of lights! Think about how you'll want to decorate your party and where you can pick up supplies. If you need to do some holiday decoration shopping, make note of your shopping list here.

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How Will You Clean Up After the Party? You'll want to have an area set up that guests can use for their trash and recycling.

What Type of Entertainment Will You Plan? Will you be playing Christmas songs on a stereo in the background? Are you planning some fun Christmas games (visit our [Holiday Fun Page](#) and scroll to the bottom to the Christmas section for a listing of all our fun & free printable games)? Make note of the games you'll play and what supplies you'll need for each game.

How Will You Welcome Guests to the Party? Where will guests leave their coats and shoes? Do you want them to enter through a side door?

Will You Be Sending Guests Home With a Party Favor? Do you plan on sending guests home with a small treat? You'll want to think of an area you can display these so you won't forget to give guests their treat when they leave the party.