

2025 Christmas Party Checklist

Phase 1: The Foundation (4-6 Weeks Out)

- Establish your total party budget.
- Set a firm date and time.
- Finalize your guest list.
- Decide on a venue (home or rented).
- Choose a fun party theme.

Phase 2: The Details (3-4 Weeks Out)

- Send out all invitations (Digital or Paper).
- Plan the complete food menu.
- Plan the drinks menu (including a signature cocktail and non-alcoholic options).
- Create a music playlist.
- Plan 1-2 games or activities.
- Decide on a photo booth area and props.
- Make a list of all decorations needed.
- Track RSVPs as they come in.

Phase 3: Final Prep (The Week Of & Day Of)

The Week Before:

- Create and complete your master shopping list (food and supplies).
- Deep clean the main party areas.
- Plan your furniture layout.
- Prep any food items that can be made in advance.
- Confirm help from any friends, family, or vendors.

The Day of the Party:

- Do a final, quick grocery run for fresh items (ice, herbs, etc.).
- Set the table and lay out serving dishes.
- Finish all cooking and food preparation.
- Set up the drink station.
- Arrange decorations.
- Tidy up the party space.
- (1 Hour Before) Light candles, turn on music, and get yourself ready!

Phase 4: Post-Party Wrap-Up

- Tackle the cleanup.
- Send a thank-you note or message to your guests.
- Share party photos.
- Make notes for what to repeat or change for next year's party