

# 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