



Christmas Planner



1 MONTH AHEAD

- Decide on the particulars:
- Date
 - Time
 - Guest list

3 WEEKS AHEAD

- Plan the menu
- Choose what you will prepare yourself
- Delegate dishes to guests
- Create a timeline for tasks to be done. On your timeline, include any food that can be prepared in advance and stored or frozen
- Check your inventory of things you will need on the day, such as tablecloths, plates, cutlery, napkins, serving dishes and chairs, and ensure you have enough for everyone
- Purchase the drinks
- Buy non-perishables, such as nuts, condiments and pantry staples.
- Choose decorations and purchase any additional items you may need to create your look
- Ensure you have enough room at the table for all of the food and guests

1 WEEK AHEAD

- Follow up with guests who are bringing food to check they are on top of their tasks
- Write up the final shopping list for fresh ingredients
- Wash all of your serving dishes and special glassware if they have been stored and unused for some time

2 DAYS AHEAD

- Defrost any pre-made and frozen dishes in the fridge.
- Do any necessary last-minute cleaning

1 DAY AHEAD

- Final shopping for fresh ingredients
- Prepare final menu items
- Set table and put up decorations

CHRISTMAS DAY

- Chill the drinks
- Set up serving area
- Ensure bathroom is clean, with enough towels and toilet paper
- Finish preparing last-minute food items

MENU

WHAT THE GUESTS ARE BRINGING
