

Holiday Party Planner Printable (Free PDF)

Plan a Christmas, holiday or end-of-year party on one sheet, from the guest list and menu to decorations, activities and a four-week countdown. Works for a home party, a friends' get-together or a small office party.

Basics

- ☐ Party type and theme: _____
- ☐ Date and time: _____
- ☐ Location: _____
- ☐ Guest count and budget: _____
- ☐ Activities or gift swap rule: _____
- ☐ Co-hosts or helpers: _____

Four weeks before

- ☐ Set the date, time and budget
- ☐ Draft the guest list
- ☐ Send invitations or a save-the-date
- ☐ Decide food style: catered, potluck, buffet or snacks
- ☐ Plan any gift swap or cookie exchange

Two weeks before

- ☐ Track RSVPs and dietary needs
- ☐ Finalize the menu and drinks, including non-alcoholic options
- ☐ Order anything that needs ordering
- ☐ Borrow or buy chairs, glasses and serving dishes
- ☐ Plan decorations and a playlist

Party week

- ☐ Write the shopping list and shop non-perishables
- ☐ Confirm helpers and their jobs
- ☐ Clean and set up the space
- ☐ Prep food that can be made ahead

Party day

- ☐ Pick up fresh food and ice
- ☐ Set out food, drinks, plates and napkins
- ☐ Put out trash and recycling bins
- ☐ Light, music and coat space ready
- ☐ Plan rides home for anyone who needs one