

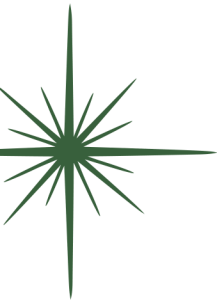
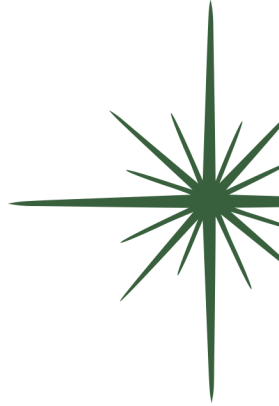


# CHRISTMAS PLANNER





# DETAILS



# CHRISTMAS PLANNER



# BRAINSTORM SHEET

THEME IDEAS

Empty rectangular box for writing theme ideas.

DETAILS

Empty rectangular box for writing details.

IDEAS

<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

NOTES

Empty rectangular box for writing notes.





**CHECKLISTS &**



**TO-DO'S**



**CHRISTMAS  
PLANNER**



# CHRISTMAS PARTY CHECKLIST

## DATE + TIME

Decide on the date and time of the party

CHRISTMAS PARTY DATE:

SETUP DATE + TIME:

GUESTS ARRIVAL TIME:

## BUDGET

Create a Christmas budget...

- Set up the budget
- Do a thorough breakdown of the budget
- Plan for extra expenses/miscellaneous items

## ASSISTANCE

Determine who is on your "help list"

- Delegate tasks
- Ask someone to help with DIY projects
- Complete all DIY projects two weeks before the Christmas party
- Decide on games, activities and entertainment
- Delegate tasks for the day of the event
- Put someone in charge of music (or create a playlist)
- Ask someone to help with decorations
- Ask someone to help clean up after the event

## THE FOOD

Plan out your Christmas menu

- Create a food budget
- Create a shopping list + check what's in your pantry
- Clear out your freezer + make space in the fridge
- Stock up on beverages (wine, soda, water, etc.)
- Create a baking + cooking list
- Find out from guests about food allergies + dietary requirements
- Finalize your menu



# CHRISTMAS PARTY CHECKLIST

## THE THEME

Decide on the style + decor of the party

- Decide on a theme for Christmas
- Choose decor to compliment the style of the event
- Go shop for necessary decor items
- Choose centerpieces and other items for tables
- Order rental items if needed (chairs, tables, etc.)
- Order decorative items where applicable
- Plan + buy items for the kiddies table

## THE GUESTS

Plan out details for your Christmas party guests

- Compile a guest list and get all necessary contact info
- Design invitations
- Send out invitations - include details for gifts if applicable
- Leave space on invitations for special requests
- Let distant guests know via phone or email
- Keep thorough record of RSVPs and guest totals
- Ask guests about dietary requirements / food allergies on invitations
- Mention if guests need to dress up/adhere to a dress code for photos
- Mention if guests have to bring something extra...

## CHECKLIST

Additional things to do...

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# CHRISTMAS CHECKLIST

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# CHRISTMAS TO-DO LIST

## TO CLEAN

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## TO COOK

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## TO DECORATE

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## OTHER...

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## ADDITIONAL NOTES





# HOLIDAY HELP LIST

NAME

TASK

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3

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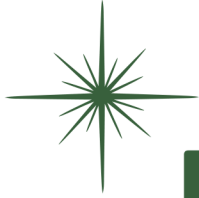
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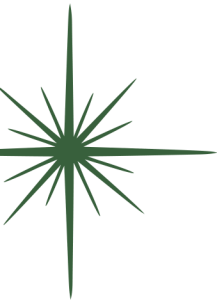
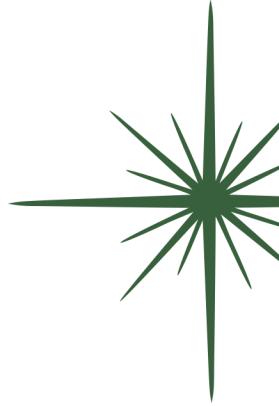
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16

\_\_\_\_\_



# BUDGET

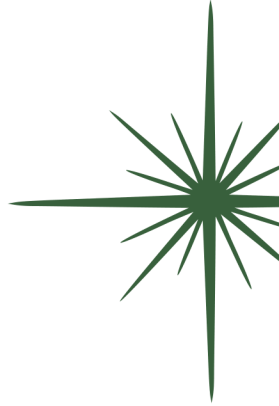
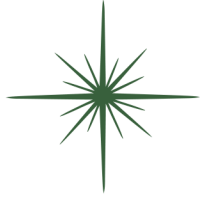


# CHRISTMAS PLANNER

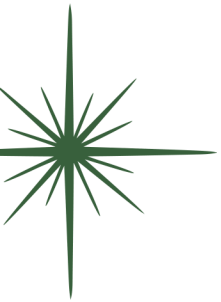








# FOOD & BEVERAGES



# CHRISTMAS PLANNER



# MENU IDEAS

APPETIZERS

○ ○ ○ ○ ○ ○ ○ ○

SNACKS

○ ○ ○ ○ ○ ○ ○ ○

MAIN DISHES

○ ○ ○ ○ ○ ○ ○ ○

SIDE DISHES

○ ○ ○ ○ ○ ○ ○ ○

DESSERT

○ ○ ○ ○ ○ ○ ○ ○

OTHER/MISC

○ ○ ○ ○ ○ ○ ○ ○

NOTES



# FINAL MENU

APPETIZERS

MAIN DISHES

SIDE DISHES

DESSERT

SNACKS

OTHER/MISC

NOTES







# CHRISTMAS RECIPE

recipe name

ingredients

METHOD

number of servings

PREP TIME

COOKING TIME

EQUIPMENT NEEDED



# CHRISTMAS DRINKS

## NON-ALCOHOLIC BEVERAGES

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

## ALCOHOLIC BEVERAGES

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

## NOTES

Large empty rectangular area for notes.



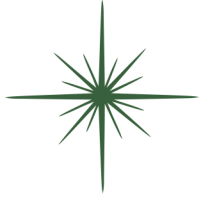




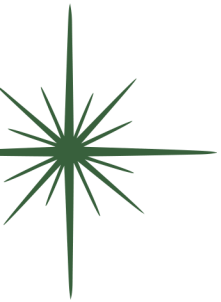
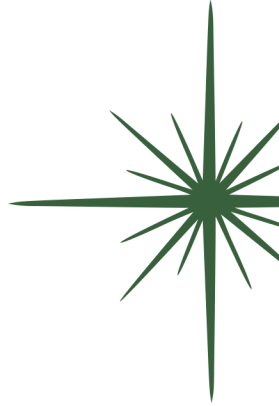








# GIFTS



# CHRISTMAS PLANNER

# GIFT IDEAS

**NAME:** \_\_\_\_\_

**GIFT BUDGET AMOUNT:** \_\_\_\_\_

ITEM	STORE	PRICE

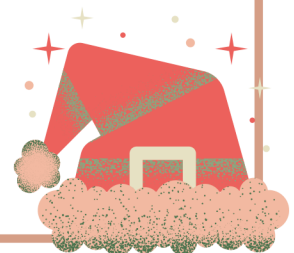
NOTES/IDEAS

**NAME:** \_\_\_\_\_

**GIFT BUDGET AMOUNT:** \_\_\_\_\_

ITEM	STORE	PRICE

NOTES/IDEAS



# GIFT IDEAS

BUDGET AMOUNT: \_\_\_\_\_

FAMILY

○ ○ ○ ○ ○ ○ ○ ○

FRIENDS

○ ○ ○ ○ ○ ○ ○ ○

KIDS

○ ○ ○ ○ ○ ○ ○ ○

COLLEAGUES

○ ○ ○ ○ ○ ○ ○ ○

TEACHERS

○ ○ ○ ○ ○ ○ ○ ○

OTHER

○ ○ ○ ○ ○ ○ ○ ○

NOTES/IDEAS





# STOCKING STUFFERS

NAME:

NAME:

NAME:

NAME:

NAME:

NAME:

NAME:

NAME:

# WISHLISTS

NAME: \_\_\_\_\_

1	_____
2	_____
3	_____
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7	_____
8	_____
9	_____
10	_____

NAME: \_\_\_\_\_

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9	_____
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NAME: \_\_\_\_\_

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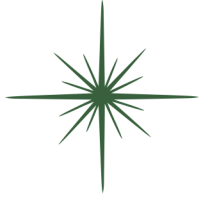
NAME: \_\_\_\_\_

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3	_____
4	_____
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6	_____
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8	_____
9	_____
10	_____

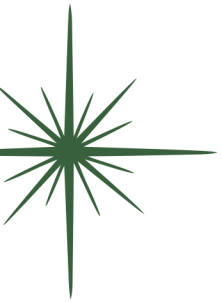
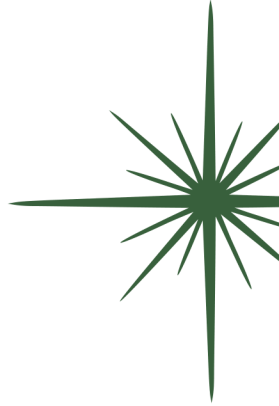
NOTES
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# CARDS



# CHRISTMAS PLANNER

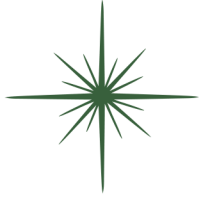


# CHRISTMAS MESSAGES TO SEND

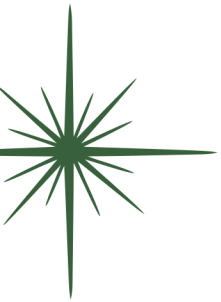
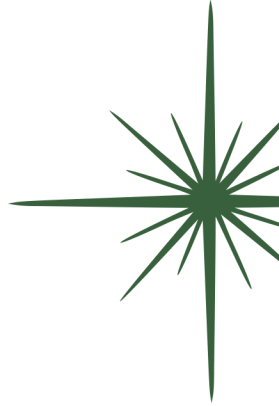
NAME	MESSAGE	PHONE #

NOTES





**DECOR**



**CHRISTMAS  
PLANNER**

# DECOR IDEAS & INSPIRATION

THEME/STYLE

Blank space for writing the theme or style.

COLORS

Seven empty circles for listing colors.

IDEAS

Two vertical columns of seven empty circles each, for listing ideas.



NOTES

Blank space for writing notes.



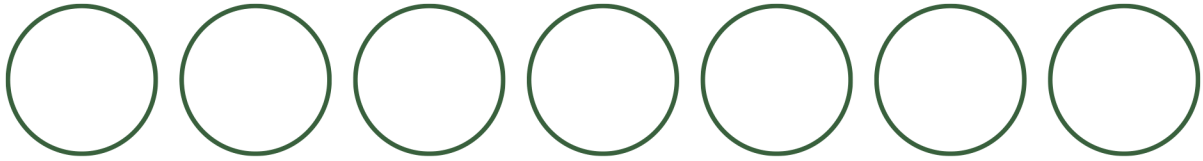






# TREE DECOR

## COLORS



## ACCESSORIES + LIGHTS



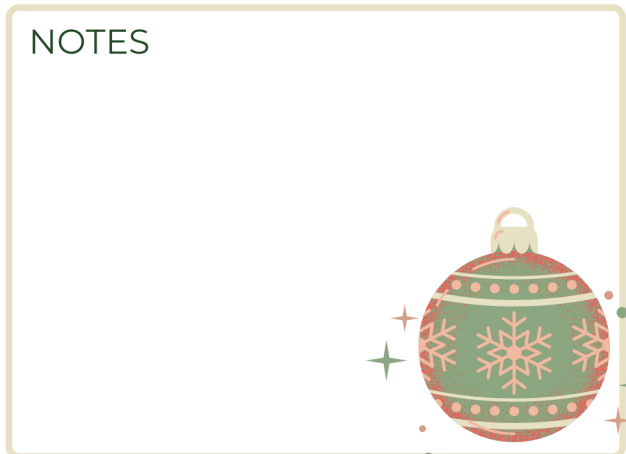
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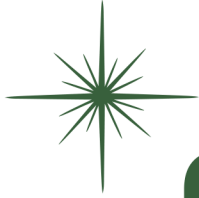
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## SKETCH

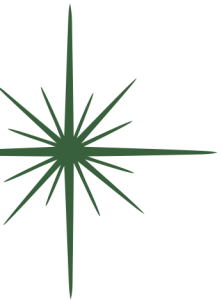
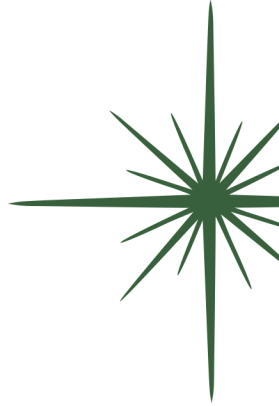


## NOTES





# GUESTS



# CHRISTMAS PLANNER

# GUEST LIST

NAME:	_____	ADDRESS:	_____
PHONE:	_____		_____
EMAIL:	_____		_____
# ADULTS:	_____	# KIDS:	_____
NOTES:	_____	INVITATION SENT	<input checked="" type="checkbox"/>
		RSVP: YES	<input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>

NAME:	_____	ADDRESS:	_____
PHONE:	_____		_____
EMAIL:	_____		_____
# ADULTS:	_____	# KIDS:	_____
NOTES:	_____	INVITATION SENT	<input checked="" type="checkbox"/>
		RSVP: YES	<input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>

NAME:	_____	ADDRESS:	_____
PHONE:	_____		_____
EMAIL:	_____		_____
# ADULTS:	_____	# KIDS:	_____
NOTES:	_____	INVITATION SENT	<input checked="" type="checkbox"/>
		RSVP: YES	<input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>

NAME:	_____	ADDRESS:	_____
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EMAIL:	_____		_____
# ADULTS:	_____	# KIDS:	_____
NOTES:	_____	INVITATION SENT	<input checked="" type="checkbox"/>
		RSVP: YES	<input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>

NAME:	_____	ADDRESS:	_____
PHONE:	_____		_____
EMAIL:	_____		_____
# ADULTS:	_____	# KIDS:	_____
NOTES:	_____	INVITATION SENT	<input checked="" type="checkbox"/>
		RSVP: YES	<input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>



# INVITATION PLANNER

envelope addressing example

invitation wording example



# CHRISTMAS TABLE

## TABLE PLANNER

Draw a rough draft of your table layout and decor here

### MAIN TABLE SEATING

Who sits where at the table?

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_
- 10 \_\_\_\_\_
- 11 \_\_\_\_\_
- 12 \_\_\_\_\_
- 13 \_\_\_\_\_
- 14 \_\_\_\_\_
- 15 \_\_\_\_\_
- 16 \_\_\_\_\_

### CHECKLIST

- |                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
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| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

### NOTES



# CHRISTMAS KIDDIES TABLE

## KIDDIES TABLE PLANNER

Draw a rough draft of the kids table layout and decor here

### CHECKLIST

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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### NOTES

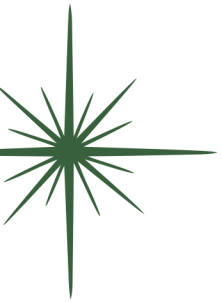
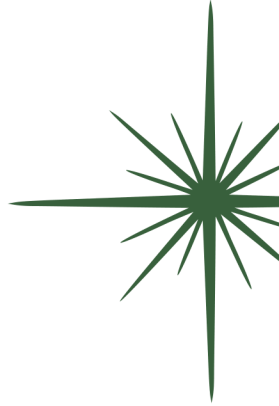
### KIDS TABLE SEATING

Who sits where at the table?

1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____
13	_____
14	_____
15	_____
16	_____



**PLANNER**



**CHRISTMAS  
PLANNER**

# DAILY PLANNER

6AM

7.

8.

9.

10.

11.

12PM

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12AM.

DATE: \_\_\_\_\_

(m) (t) (w) (t) (f) (s) (s)

NOTES



CHRISTMAS TO DO LIST

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IMPORTANT

# WEEKLY PLANNER

WEEK OF: \_\_\_\_\_

WEEK #: */52*

IMPORTANT

NOTES

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY



# WEEKLY CHECKLIST

FOR THE WEEK OF: \_\_\_\_\_

**MONDAY**

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**TUESDAY**

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**WEDNESDAY**

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**THURSDAY**

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**FRIDAY**

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**SATURDAY + SUNDAY**

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**NOTES**

# CHRISTMAS EVE PLANNER

DATE: \_\_\_\_\_

(m) (t) (w) (t) (f) (s) (s)

IMPORTANT

TO DO LIST

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NOTES

**6AM**

7.

8.

9.

10.

11.

**12PM**

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

**12AM.**



# CHRISTMAS DAY PLANNER

DATE: \_\_\_\_\_


(m) (t) (w) (t) (f) (s) (s)

IMPORTANT

TO DO LIST

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NOTES



6AM

- 7.
- 8.
- 9.
- 10.
- 11.

12PM

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

12AM.

# BOXING DAY PLANNER

DATE: \_\_\_\_\_

(m) (t) (w) (t) (f) (s) (s)

IMPORTANT

TO DO LIST

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NOTES

6AM

- 7.
- 8.
- 9.
- 10.
- 11.

12PM

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12AM.





# CHRISTMAS COUNTDOWN

1	2	3	4	5
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6	7	8	9	10
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11	12	13	14	15
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16	17	18	19	20
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21	22	23	24
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Christmas Day!





# TIMELINE & SCHEDULE



**CHRISTMAS  
PLANNER**



# TIMELINE

2 MONTHS BEFORE

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

1 MONTH BEFORE

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

3 WEEKS BEFORE

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>



# TIMELINE

## 2 WEEKS BEFORE

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## 1 WEEK BEFORE

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## ON THE DAY

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# SCHEDULE

7:00	
8:00	
9:00	
10:00	
11:00	
12:00	
13:00	
14:00	
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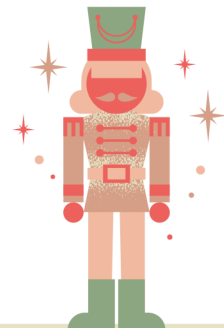
NOTES



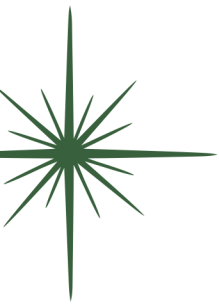
# SCHEDULE

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NOTES



# CRAFTS & DIY



## CHRISTMAS PLANNER

# NAUGHTY ELF IDEAS

IDEA

DATE

	IDEA	DATE
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# CHRISTMAS CRAFTS

IDEA:

**ITEMS NEEDED**

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**STEPS/METHOD**

NOTES

IDEA:

**ITEMS NEEDED**

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>

**STEPS/METHOD**

NOTES

IDEA:

**ITEMS NEEDED**

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>

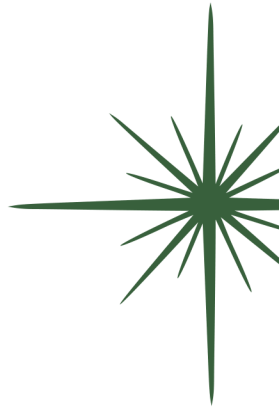
**STEPS/METHOD**

NOTES

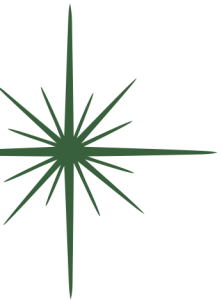


# HOMEMADE GIFT IDEAS

<b>RECIPIENT:</b>		<b>RECIPIENT:</b>		<b>RECIPIENT:</b>	
<b>BUDGET:</b>		<b>BUDGET:</b>		<b>BUDGET:</b>	
<b>GIFT IDEA:</b>		<b>GIFT IDEA:</b>		<b>GIFT IDEA:</b>	
<b>ITEMS NEEDED</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>ITEMS NEEDED</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>ITEMS NEEDED</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>METHOD/STEPS</b>		<b>METHOD/STEPS</b>		<b>METHOD/STEPS</b>	



# **GAMES & ACTIVITIES**



# **CHRISTMAS PLANNER**



# ADVENT ACTIVITIES

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NOTES



# FAMILY PHOTO SHOOT

DATE + TIME OF PHOTO SHOOT: \_\_\_\_\_

PLACE: \_\_\_\_\_

## PHOTOGRAPHER DETAILS

COMPANY + NAME: \_\_\_\_\_

CONTACT #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## WHAT TO WEAR

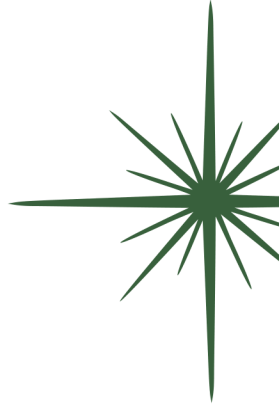
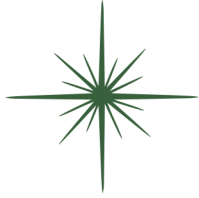


## PROPS/EXTRAS

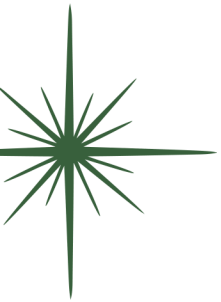


## NOTES





# **FAMILY TRADITIONS**



# **CHRISTMAS PLANNER**



# FAMILY FAVORITES

## MOVIES

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## RECIPES

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## TREATS

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## TRADITIONS

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## NOTES



# TRADITIONS

## OLD TRADITIONS

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## NEW TRADITIONS

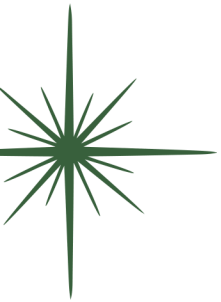
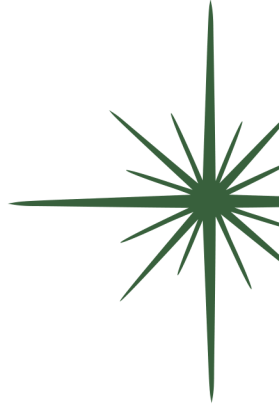
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## NOTES





**SHOPPING**



**CHRISTMAS  
PLANNER**



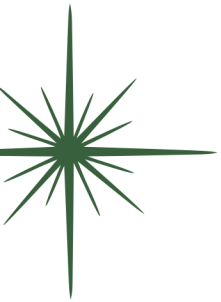
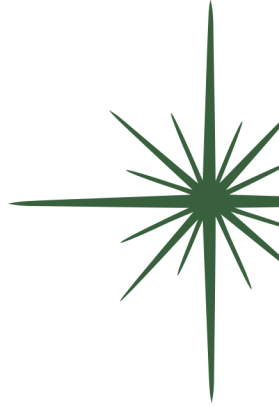








**SERVICE**



**CHRISTMAS  
PLANNER**



# 25 ACTS OF KINDNESS

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# **BUCKET LISTS**



# **& GOALS**



## **CHRISTMAS PLANNER**



# CHRISTMAS BUCKET LIST

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# HOLIDAY BUCKET LIST

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# HOLIDAY GOALS

GOAL

DUE DATE

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NOTES



# CAROLS TO SING

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BOOK/PAGE

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NOTES

Large empty rectangular box for taking notes, outlined in a light green color.



# BOOKS TO READ

TITLE:  
AUTHOR:  
GENRE:

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AUTHOR:  
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AUTHOR:  
GENRE:

# MOVIES TO WATCH

TITLE:

GENRE:

ACTORS:

YEAR:

TITLE:

GENRE:

ACTORS:

YEAR:

TITLE:

GENRE:

ACTORS:

YEAR:

TITLE:

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YEAR:

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# CALENDAR



## CHRISTMAS PLANNER



# NOVEMBER

M	T	W	T	F	S	S

NOTES



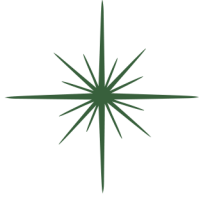
# DECEMBER

M	T	W	T	F	S	S

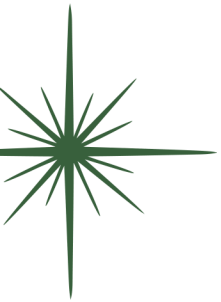
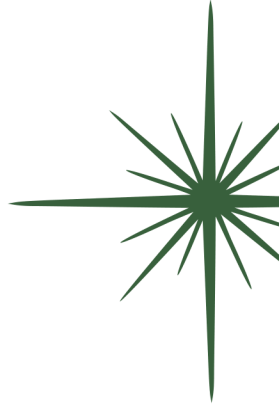
NOTES







# NOTES



# CHRISTMAS PLANNER



