

Holiday Planning Checklist

Celebration: _____

Date: _____

Hosting at: _____

Total budget: _____

Six weeks out

- ☐ Set a total budget: gifts, food, travel
- ☐ Decide who hosts and who travels
- ☐ Agree the dates with family and friends
- ☐ Book travel and a place to stay
- ☐ Write the guest list and the gift list
- ☐ Order cards, stamps and wrapping paper
- ☐ Book the time off work
- ☐ _____

Three weeks out

- ☐ Send the cards that go overseas
- ☐ Place the fresh food order
- ☐ Buy the gifts that have to be posted
- ☐ Post the parcels that travel far
- ☐ Plan the menu and write the shopping list
- ☐ Check the lights and decorations work
- ☐ Book a sitter, cleaner or pet care
- ☐ _____

The week of

- ☐ Do the big shop
- ☐ Collect pre-orders and fresh food
- ☐ Write and post local cards
- ☐ Wrap the gifts
- ☐ Put the decorations up
- ☐ Cook and freeze what keeps
- ☐ Clear the fridge and make space
- ☐ Tidy the guest room, charge the camera
- ☐ _____

The day

- ☐ Cook to the timings you wrote down
- ☐ Lay the table
- ☐ Drinks and ice out
- ☐ Music on
- ☐ Take the photos
- ☐ Keep a bag for wrapping and rubbish
- ☐ Put the leftovers away properly
- ☐ Sit down and eat something yourself
- ☐ _____

Gifts to buy

- ☐ _____
- ☐ _____
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Food & drink

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Decorations

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Cards to send

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