## Gift Tags

## To:




Merry Christmas


## mary Christmas


"Frame-able" Printable


## Christmas Box Labels


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## BOX___OF <br> CONTENTS

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## Small Box Labels

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## Place Cards



## Party Checklist

Three weeks outPick a theme for the party. Not necessary but it does help in picking decor, food, invitations.
$\square$ Pick the date and time.
$\square$ Build your guest list.Make or buy invitation and send them out. I like to send invites out 3 weeks before the party.
$\square$ Plan the menu and build the shopping and decorations list.
$\square$ Plan the music

## Two weeks out

$\square$ Start planning the tableware and serving pieces. If you're planning a buffet set it up with serving pieces and "walk" the line.
$\square$ Plan centerpieces
$\square$ Make or buy favors
$\square$ Check party lighting during the times of the party. Fill in with candles or extra lighting.

## One week to three days out

$\square$ Shop for groceries. Save fresh food for the day before the party.
$\square$ Start making any dishes that can be prepared in advance.
$\square$ Make sure you have room for guest to mingle. Remove any unnecessary items.
$\square$ Set up a bar away from the kitchen if possible
$\square$ Clean the house well.

## Two days out

$\square$ Set out your clothes and jewelry
$\square$ Set up the table/buffet
$\square$ Check the front entry way. Sweep the porch.

## Day Before

$\square$ Shop for fresh food and flowers.
$\square$ Set up centerpieces and favors.
$\square$ Prep for last minute cooking needs. Chopping, washing, opening, chilling...
$\square$ Quickly clean the party area and kitchen
$\square$ Go to bed early...if possible.

## Morning of the Party

$\square$ Check bathrooms
$\square$ Finish up food
$\square$ Prepare the coffeemaker
$\square$ Dress

## Hour before the Party

[^0]Gift List



[^0]:    $\square$ Set out room temperature hors d'oeuvres
    Hide messy pans if needed.
    $\square$ Turn on the music light the candles

