Holiday Preparation Checklist



Get organized, stay on track, and enjoy a little more of the holiday season.

Plan & Organize

- ☐ Set a budget
- ☐ Make a list of holiday activities and events
- ☐ Review your calendar for important dates
- ☐ Create a holiday to-do list
- ☐ Schedule shopping, decorating, and wrapping
- ☐ _____
- ☐ _____
- ☐ _____

Gifts & Shopping

- ☐ Make a Christmas gift list
- ☐ Set a gift budget for each person
- ☐ Shop for gifts and stocking stuffers
- ☐ Purchase gift wrapping supplies
- ☐ Wrap and label gifts
- ☐ Prepare and send Christmas cards
- ☐ _____
- ☐ _____
- ☐ _____

Decorate & Prepare Your Home

- ☐ Bring out decorations
- ☐ Check lights and replace broken or missing items
- ☐ Decorate the Christmas tree
- ☐ Decorate indoor and outdoor spaces
- ☐ Clean and organize areas where guests will gather
- ☐ Check holiday linens, dishes, and serving pieces
- ☐ _____
- ☐ _____
- ☐ _____

Food & Holiday Hosting

- ☐ Plan Christmas meals and gatherings
- ☐ Confirm guest lists and holiday plans
- ☐ Review recipes and make a grocery list
- ☐ Check pantry and freezer supplies
- ☐ Purchase nonperishable ingredients ahead of time
- ☐ Plan holiday baking and treats
- ☐ _____
- ☐ _____
- ☐ _____

Final Holiday Preparations

- ☐ Finish last-minute shopping
- ☐ Wrap remaining gifts
- ☐ Purchase fresh groceries and ingredients
- ☐ Prepare food that can be made ahead
- ☐ Tidy the house and prepare for guests
- ☐ Charge cameras and other devices for photos
- ☐ _____
- ☐ _____
- ☐ _____



Holiday Cleaning Checklist



Get your home clean, organized, and ready for the holidays!

Declutter & Organize
- □ Clear clutter from main living areas
- □ Put away items that don't belong
- □ Declutter entryways and hallways
- □ Organize coats, shoes, and bags
- □ Make room for decorations
- □ _____
- □ _____
- □ _____

Bathrooms
- □ Clean sinks, countertops, and faucets
- □ Clean toilets, tubs, and showers
- □ Clean mirrors
- □ Sweep and mop floors
- □ Restock toilet paper and toiletries
- □ Put out fresh hand towels
- □ _____
- □ _____
- □ _____

Living Room & Common Areas
- □ Dust furniture, shelves, and surfaces
- □ Vacuum carpets and rugs
- □ Sweep and mop floors
- □ Clean windows and mirrors
- □ Wipe down frequently touched surfaces
- □ Fluff pillows and straighten blankets
- □ _____
- □ _____
- □ _____

Guest Areas
- □ Dust and vacuum guest spaces
- □ Wash guest bedding and linens
- □ Make beds and arrange pillows
- □ Clear space for guests' belongings
- □ Provide fresh towels and washcloths
- □ Check lighting and replace bulbs if needed
- □ _____
- □ _____
- □ _____

Kitchen & Dining Areas
- □ Clean countertops and backsplash
- □ Wipe down appliances
- □ Clean out refrigerator and freezer
- □ Organize pantry and food storage areas
- □ Clean sink and faucets
- □ Wipe down dining table and chairs
- □ _____
- □ _____
- □ _____

Final Holiday Touches
- □ Empty trash cans and replace liners
- □ Do a final sweep of main living areas
- □ Wipe down kitchen and bathroom surfaces
- □ Straighten holiday decorations
- □ Tidy the entryway and front porch
- □ Put away cleaning supplies
- □ _____
- □ _____
- □ _____



Holiday Hosting Checklist



Get organized, prepare for guests, and enjoy a little more of your holiday gathering!

Plan Your Gathering

- □ Set the date and time
- □ Create your guest list
- □ Send invitations or notify guests
- □ Confirm RSVPs and final guest count
- □ Plan activities and holiday traditions
- □ Create a preparation timeline
- □ _____
- □ _____
- □ _____

Prepare Your Home

- □ Arrange seating for guests
- □ Set up dining and serving areas
- □ Prepare space for coats and belongings
- □ Check guest bathroom supplies
- □ Set up trash and recycling areas
- □ Add final decorations
- □ _____
- □ _____
- □ _____

Menu & Food Preparation

- □ Plan appetizers, main dishes, and sides
- □ Choose desserts and holiday treats
- □ Plan beverages for guests
- □ Check for dietary needs or restrictions
- □ Review recipes and ingredients
- □ Create a grocery shopping list
- □ _____
- □ _____
- □ _____

Food & Beverage Setup

- □ Prepare dishes that can be made ahead
- □ Set up beverage and coffee stations
- □ Arrange appetizers and serving trays
- □ Prepare serving utensils for each dish
- □ Make space for food guests may bring
- □ Check refrigerator space for leftovers
- □ _____
- □ _____
- □ _____

Hosting Supplies

- □ Check plates, bowls, and serving dishes
- □ Gather utensils and serving tools
- □ Check glasses, mugs, and drinkware
- □ Gather napkins, tablecloths, and linens
- □ Check food storage containers and foil
- □ Purchase any missing hosting supplies
- □ _____
- □ _____
- □ _____

Final Hosting Preparations

- □ Review the cooking and serving schedule
- □ Finish last-minute food preparations
- □ Set the table or buffet area
- □ Put out fresh towels and toiletries
- □ Adjust lighting and background music
- □ Set aside time to get yourself ready
- □ _____
- □ _____
- □ _____

