

holiday planner

Christmas Dinner Checklist

■ a few months before

- Send out invitations
- Start planning menu
- _____
- _____

■ a month before

- Finalize guest list
- Assign dishes (if guests will be bringing food)
- Finalize menu. Be sure to include appetizers & drinks
- Make a grocery list. Don't forget spices & condiments
- Start watching for holiday grocery coupons/sales
- Decorate house
- Decide on table décor. Buy or make what you'll need
- Plan the seating arrangement
- _____
- _____

■ three weeks before

- Make dinner rolls, pie crusts, cookies & anything else that freezes well
- Order ham/turkey* (if buying fresh).
- Test new recipes
- Start deep cleaning home
- Inventory china, glassware, serving pieces, linens & cookware. Buy/borrow anything you don't have
- Make arrangements to borrow extra tables/chairs
- _____
- _____

■ two weeks before

- Polish silverware
- Finalize Christmas playlist
- Stock up on foil, freezer bags & leftover containers
- _____
- _____

■ a week before

- Prepare guest room(s)—include wi-fi login info
- Shop for groceries
- Make room in hall closet for guest's coats
- _____
- _____

■ four or five days before

- Clean out the fridge to make room for Christmas foods
- Thaw ham/turkey in the refrigerator (if frozen)
- Iron table linens
- _____
- _____
- _____

■ two days before

- Pick up ham/turkey (if fresh)
- Pull made-ahead foods (rolls, pie crusts, etc.) from freezer
- Baby-proof house (if expecting young guests)
- _____
- _____
- _____

■ the day before

- Make cranberry sauce, side dishes & pies
- Make appetizers
- Set dining room table
- Set up a bar/drink station
- Chill drinks
- Clean bathrooms
- Put out fresh towels
- Refill soap dispensers & put out extra toilet paper
- Vacuum
- Buy ice
- Recharge camera
- _____

good to have on hand

Sugar substitutes	Salt & pepper (for the table)	Extra plates, silverware and glasses
Milk	Toothpicks	Extra pot holders/pot rests
Non-dairy creamer	Matches	Extra toiletries (anything overnight guests might forget)
Whipped cream	Candles	Pain relievers
Coffee—decaf and regular	Sterno	Antacids
Tea—an assortment	Batteries	_____
Ice cream	To-go boxes/bags	_____
Bar items—seltzer/ mixers, lemon/lime	Extra vases (if guests bring you flowers)	_____
Ice	Extra serving pieces (platters, bowls, serving spoons, tongs)	_____
Drink coasters		
Wine glass tags		

■ the day before, cont'd.

- _____
- _____

■ Christmas day

- Cook the ham/turkey
- Reheat/warm any dishes that you made ahead
- Make anything else that's still on your list
- Stock the bar/drink station
- _____
- _____
- _____

■ the day after

- Wash table linens
- Put away dishes, silverware, glassware & serving pieces
- Put away extra tables/chairs
- Treat any carpet/upholstery stains
- _____
- _____

■ a few days after

- Make ham/turkey broth
- Freeze remaining leftovers
- Return food dishes & anything else you borrowed
- Organize & share photos. Order prints
- _____
- _____

*Plan on 1/4-1/3 lb per person for boneless ham, 1/3-1/2 lb per person for bone-in ham & 1 lb per person for turkey.