

# Holiday Planner



TIMING	ACTIVITIES	
<b>FALL</b>	<input type="checkbox"/> Plan who is hosting and where <input type="checkbox"/> Set a budget <input type="checkbox"/> Make travel arrangements <input type="checkbox"/> Schedule events in calendar <input type="checkbox"/> Schedule family photos, beauty services	<input type="checkbox"/> Update contacts for mailing list and order address labels <input type="checkbox"/> Update gift list; include hostess gifts <input type="checkbox"/> Prepare for exterior decorating <input type="checkbox"/> Purchase any gifts to be sent overseas
<b>FOUR WEEKS TO GO</b>	<input type="checkbox"/> Plan time for making or buying gifts. Shop during less busy evening hours. <input type="checkbox"/> Stock up on cards and wrap. Create a wrapping station. <input type="checkbox"/> Send international gifts and cards <input type="checkbox"/> Restock the bar	<input type="checkbox"/> Decorate exterior <input type="checkbox"/> Check interior decorations – get rid of broken lights and ornaments. Restock. <input type="checkbox"/> Review your holiday wardrobe. Fill any gaps. <input type="checkbox"/> Write letters to Santa
<b>THREE WEEKS TO GO</b>	<input type="checkbox"/> Plan menus. Stock up on non-perishable items. Order key items ahead. <input type="checkbox"/> Prepare freezable foods. <input type="checkbox"/> Bring out holiday music and videos	<input type="checkbox"/> Let go of unused items - make room for new <input type="checkbox"/> Wrap and label gifts as you buy them <input type="checkbox"/> Include batteries <input type="checkbox"/> Decorate interior
<b>TWO WEEKS TO GO</b>	<input type="checkbox"/> Send local and national gifts and cards <input type="checkbox"/> Give gifts to regular service providers <input type="checkbox"/> Clean, tidy and stock guest rooms	<input type="checkbox"/> Buy evergreens and order fresh flowers <input type="checkbox"/> Deliver donations <input type="checkbox"/> Charge camera and video camera batteries
<b>HOLIDAY WEEK</b>	<input type="checkbox"/> Pick up perishable food & fresh flowers <input type="checkbox"/> Clean and tidy main rooms <input type="checkbox"/> Prepare table linens and silverware	<input type="checkbox"/> Finish wrapping <input type="checkbox"/> Put out fresh towels <input type="checkbox"/> Enjoy!

