

Plan a Budget-Friendly

Holiday Party

On 2 Weeks

While holiday parties are tons of fun, planning them last-minute can be stressful and overwhelming. To the rescue: our step-by-step checklist to guide you through the process.

Day 1

Research & Decision Making

Set your budget

Pick the venue

Choose the time

Make the guest list

Choose party theme



Food and drinks

What will you serve: appetizers or a meal? Is it a formal dinner, or casual finger-food? Will you offer drink options? And finally, is it cheaper to cater?

Days 2-7

All the Basics

- ☐ Send your invites
- ☐ Pull your decor out of the attic
- ☐ Decorate your home
- ☐ If hosting the party at home, deep clean it
- ☐ Brainstorm how you want to set the mood (lights, music, etc.)
- ☐ Make 3 lists:
 - ☐ Décor, Game, & Entertainment Needs
 - ☐ Food Service & Household Needs
 - ☐ Non-Perishable Food Needs

Days 8-12

Food & Party Prep

Make 2nd shopping list

Shopping trip #1

Do a clean sweep

Prep your games



Buy everything you need to fulfill your lists. Clip coupons in advance, and check online specials too!



Brainstorm the area they'll be in, print supplies out, and prep the games so that they're completely ready-to-go.



If you're hosting the party at home, clean up any personal clutter around the house and put the final touches on your decor.



Include any items you may have forgotten or still need, and add all of the groceries you need to purchase fresh.

Day 13

The Day Before

- ☐ Rearrange the furniture

If hosting your party at home, take the time to rearrange the furniture to accommodate your guests.
- ☐ Send out reminders

Remind your guests of the party, and follow up with anyone that offer to help you with food, drink, and decor.
- ☐ Make shopping trip #2

Pick everything up on your second list, being mindful of your budget.
- ☐ Cook up a storm

Make any goodies that need to be fresh, but can stand to be 1-day old. Prepare appetizers and platters.
- ☐ Set the table

Whether you're hosting a buffet or a sit-down dinner, the food area will need to be decorated. If you have a bar area, set that up too.
- ☐ Do another clean sweep

Freshen bathrooms, dust surfaces, deep-clean the kitchen, and re-check any outdoor areas.

The Day Of



Chill Beverages

Pick up some ice and start chilling drinks.



Prep remaining food

If there are any menu items remaining, make them.



Clean the kitchen

Do all dishes and clean up clutter before guests arrive.



Set out drinks

Uncork the wine and pull out all of your pre-prepared snacks.



Set the mood

Candles, music, twinkly lights, fire – get it all going.

An hour before..

Relax! Fix yourself a drink and sit down for a bit

Cheers!