



# Christmas Check Lists

## The Christmas Party Planner

### *Two to four months ahead:*

- ✓ Choose:  
Date of party: \_\_\_\_\_  
Time (starting/ending) \_\_\_\_\_  
Place: \_\_\_\_\_
- ✓ Call your caterer (*Dial-A-Chef, of course!*) to book the date

### *Three to four weeks ahead:*

- ✓ Choose a theme
- ✓ Meet with caterer to create menu
- ✓ Finalize guest list
- ✓ Post invitations
- ✓ Plan and select decorations
- ✓ Arrange for music
- ✓ Choose the perfect outfit
- ✓ Arrange rental of chairs, linens, dishes, etc.

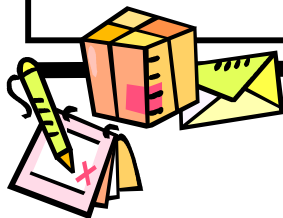
### *Two Weeks ahead:*

- ✓ Confirm guest list and give final numbers and seating arrangements to your caterer

### *One Week ahead*

- ✓ Relax because Dial-A-Chef will take care of everything!

*Be a responsible host and remember that  
Friends don't let friends drink and drive!*



## Christmas the Easy Way Check List

### *August*

- ✓ Evaluate your Christmas gift-giving list
- ✓ Make your own Christmas list
- ✓ Set up a photo shoot to have a family Christmas photo taken

### *September*

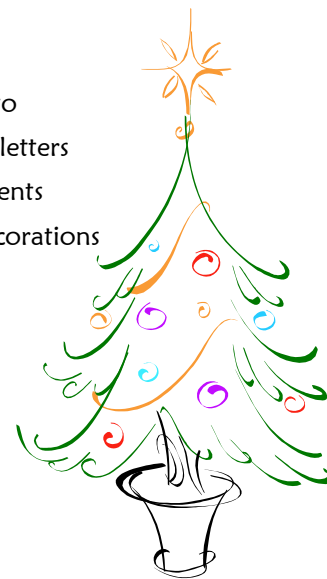
- ✓ Order gifts
- ✓ Order Christmas stamps

### *November*

- ✓ Start your Christmas cards or letters
  - \* Compose your Christmas letter or
  - \* Purchase Christmas Cards
  - \* Address envelopes
  - \* Put stamps on
  - \* Put return labels on
  - \* Stuff envelopes
  - \* Enclose Christmas photo
- ✓ Mail your Christmas cards or letters
- ✓ Begin to wrap Christmas presents
- ✓ Put up outdoor Christmas decorations

### *December*

- ✓ Finish wrapping presents
- ✓ Do Christmas baking
- ✓ Decorate Christmas tree
- ✓ Be thankful!



**ENTERTAINMENT  
EMERGENCY?  
CALL  
(800) 718-5918**

**Call today to book your event or to order your  
Dial-A-Chef Gift Certificate!**