

# Holiday Event Checklist

Use the boxes to the left of the items to check off tasks as you complete them.

- Determine budget and how expenses will be shared.
- Discuss the size, style, location, and scope of the event you want.
- Choose a event date and time. (The actual date will depend on venue availability.)
- Visit and choose venue sites.
- Look for fun DIY ideas on Pinterest for décor, layout and event design.
- Start compiling your guest list to estimate head count. Consider budget when thinking about “must-invites” versus “nice-to-invites.”
- Choose a caterer and make sure to notify them if any of your guests have any special diet requests or allergies.

If you are having a pot luck or cooking the food yourself make sure to include the costs of disposable cutlery, plates, cups, and disposable chaffing dishes, sternos, candles, ice, ect.

Make a shopping list of everything you need. Don't forget small plates for appetizers and/or desserts.

Hire a Set-up & Clean-up Assistant and a Server (1 for every 20-30 guests) from [www.capitalcitychefs.com](http://www.capitalcitychefs.com) to make sure your event runs smoothly and to take away the stress of setting everything up in time.

You and your family or Co-workers will love being guests at your own party.

- Decide if you are offering alcohol at your event. Hire a Bartender ( 1 for every 30-40 guests) from [www.capitalcitychefs.com](http://www.capitalcitychefs.com) to pour wine, serve, beers, and to create a couple of fun signature cocktails for your event.
- Order any cakes or special desserts at least 2 weeks prior to your event
- Create a FB Page to invite Guests, update them of any last minute changes, and to share photos with after your event.
- Decide and retain any entertainment at least 1 month before your event.
- Make arrangements for music to be played at your event.  
(Tasks might include booking a band or solo musician, hiring a DJ from [www.capitalcitychefs.com](http://www.capitalcitychefs.com), choosing significant musical selections, and so on.).



Hiring a photographer for a mini session (1 or 2 hours) or setting up a photo booth from [www.capitalcitychefs.com](http://www.capitalcitychefs.com) is a great way to capture timeless memories .

Decide if you are doing any sort of gift exchange and make a list of names.

You can find some great ideas here: <http://www.realsimple.com/holidays-entertaining/gifts/exchange-christmas-gifts> and here: <http://www.businessnewsdaily.com/7316-gift-exchange-ideas.html>

Have a amazing time and actually enjoy what it feels like to be a guest at your own Holiday Party!