



# *Holiday Open House Planning Schedule*

## *4 Weeks Before The Open House*

- Set your budget**
- Plan your guest list**
- Set a date & time**

## *3 Weeks Before the Open House*

- Send out invitations**
- Plan the menu**
- Plan the décor**
- Purchase disposable partyware**
- Purchase non-perishable foods**
- Purchase frozen foods**
- Purchase beverages**
- Make a cooking plan**

## *2 Weeks Before the Open House*

- Clean tablecloths, tables and serving ware**
- Plan music**
- Put away non-essentials**

## *1 Week Before the Open House*

- Set up your table with linens**
- Set out non-perishable décor**
- Clean a closet for coats**

## *2 days before the Open House*

- Pick up flowers, if using**
- Clean home**
- Pick up or make ice**
- Go grocery shopping**

## *1 day Before the Open house*

- Prepare food**
- Prepare beverages**

## *The Morning of the Open House*

- Prepare last minute food**
- Set tables**
- Put on music & lights**