Christmas Party Planning Checklist

3-4 weeks before

- [ ] Pick date, time and guest count
- [ ] Set a budget per guest
- [ ] Send invites (text or printed)
- [ ] Choose a theme or dress code
- [ ] Plan 2-3 games (one icebreaker, one team game, one loud finale)
- [ ] Decide gift exchange rules (Secret Santa / white elephant)

Christmas Would You Rather ($3.99) - instant download on Etsy
Christmas Survey Says ($4.49) - instant download on Etsy
Christmas Charades ($2.99) - instant download on Etsy

Christmas Party Planning Checklist

1 week before

- [ ] Shopping list: food, drinks, plates, ice
- [ ] Print game cards and score sheets
- [ ] Make a playlist
- [ ] Plan seating and a game area
- [ ] Prep prizes (candy, ornaments, dollar-store finds)

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Christmas Party Planning Checklist

Party day

- [ ] Set up drinks station first
- [ ] Lay out pens and game cards
- [ ] Icebreaker as guests arrive: Would You Rather
- [ ] Team game after food: Survey Says
- [ ] Loud finale: Charades
- [ ] Photos + thank-yous

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