



# CHRISTMAS COOKIE DECORATING PARTY CHECKLIST

## TWO WEEKS BEFORE:

- SEND E-VITE
- ORDER PRE-MADE COOKIES
- PURCHASE ICING & TOPPINGS
- ORDER PERSONALIZED APRONS
- PLAN PARTY REFRESHMENTS
- ORDER PARTY FAVORS
- CREATE HOLIDAY PLAYLIST

## TWO DAYS AHEAD:

- PURCHASE FOOD/DRINK ITEMS
- SET UP DRINK STATION
- ARRANGE SEATING FOR GUESTS
- PURCHASE FLORALS FOR PARTY
- CREATE A PARTY TIMELINE

## DAY OF PARTY:

- PLACE COOKIES ON TABLE
- PLACE TOPPINGS ON TABLE
- SET UP SNACKS AND DRINKS
- ENJOY THE PARTY

## ONE WEEK BEFORE:

- PURCHASE PARTY DECORATIONS
- PURCHASE PARTY TABLEWARE
- PURCHASE BOXES FOR COOKIES
- ORGANIZE SERVING ITEMS
- CONFIRM GUESTS ATTENDING
- CONFIRM COOKIE/FOOD ORDERS

## DAY BEFORE PARTY:

- SET UP ALL DECORATIONS
- ARRANGE FAVORS FOR GUESTS
- SET UP ICING/TOPPING STATIONS
- PICK UP PARTY FOOD

## DON'T FORGET:

- WIPES AT DECORATING STATIONS
- PHOTO BOOTH AREA FOR TWEENS/TEENS
- BOXES FOR TAKE HOME COOKIES
- CHRISTMAS MUSIC DURING PARTY

