

Christmas Party To-Do List

Item	Who / When	Done?
Before Day of Party		
Purchase Food, Wine, Champagne		
Make Butter Tarts		
Bake Cookies		
Make Potato Casserole		
Make Lentil Loaf (for vegetarian guests)		
Clean Brussel Sprouts		
Clean / Cut-up Carrots		
Check / Clean Plates & Glassware		
Clean Silver		
Christmas Decorations		
Sharpen Knives		
Roast and Shell Chestnuts (Under Broiler for 10 mins)		
Iron Tablecloth / Napkins		
Pick up House		
Set out camera		

Item	Who / When	Done?
Day of Party		
Champagne, Grape Juice, Soda, Fruitcake and Dessert Wine into Refrigerator		
Make Butter Sauce for Carrots		
Make Deviled Eggs		
Assemble Cheese Plate(s) (Cheese Tags)		
Roast out of Oven to Sit (11 am)		
Cut-up Strawberries for Champagne		
Set-up Appetizer & Side Table – Warming Tray, Napkins, Champagne Cooler		
Set-up & Decorate Tables-(Place name tags)		
Set up Dessert Trays – Cookies/Butter Tarts/Fruitcake		
Stage Coffee & Tea Pots and Cups		
Dish Horseradish Sauce – into Refrigerator		
Stage Pans for Steaming Vegetables		
Roast into Oven (1:30 pm – 5 hours cook time)		
Make Yorkshire Pudding Batter		
Stage Service Dishes and Platters		
Open Red Wine		
Make Coffee – Decaf & Regular and put into Carafes		
Stage Games for After Dinner		
Potato Casserole into Oven to Warm (40 mins at 350)		
Vegetables & WATER into Pans to Heat		
Set out Appetizers and STRAWBERRIES (5:20 pm)		

Item	Who / When	Done?
Bake Yorkshire Pudding		
Cook Vegetables & Sauce for Carrots / Add Chestnuts		
Heat Gravy		
Fill Water Glasses		
Dish Food, Horseradish Sauce from Frig		
DINNER		