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Christmas Hosting Checklist

Two weeks to the table. Every task gets a day and a name, so the host isn't the only one remembering.

Dinner date | Time | Guests | Hosts

1. Two-week countdown

When	Task	Who	Done
14 days before	Confirm who's coming and who stays overnight		☐
14 days before	Plan the menu and agree who brings what		☐
10 days before	Order the roast, ham, or main dish		☐
7 days before	Deep clean the kitchen and clear the fridge		☐
5 days before	Make up guest beds and clear space for coats		☐
3 days before	Buy drinks, baking supplies, and pantry items		☐
2 days before	Buy fresh produce, dairy, and bread		☐
2 days before	Clean the bathroom and the entryway		☐
Christmas Eve	Wrap the last gifts and set the table		☐
Christmas Day	Cook the main dish; set out drinks and ice		☐
After dinner	Clear, wash up, and pack leftovers for guests		☐
			☐

2. Menu

Dish	Who brings it

3. Shopping list

	Item	How much
☐		
☐		
☐		
☐		
☐		
☐		
☐		

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