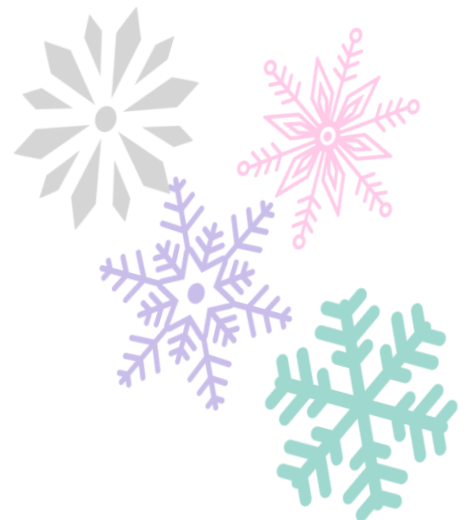


# December Holiday Planner



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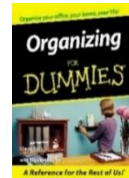


Everything in its Place®



Eileen Roth

*Your Tour Guide for Success*



As the author of *Organizing For Dummies*®, Eileen Roth demonstrates how to be more productive, reduce your stress, and save time and money so you can enjoy your life.

She named her company Everything in its Place® because she truly believes that you can find a place for everything. Eileen is a national speaker, trainer and productivity expert in the areas of:

Office Organization   Time Management   Home Organization.

She has appeared on the:

*Today Show, Oprah, Fast Company, ASTD's Training & Development (now ATD), Office Pro Successful Meetings, Self, Real Simple, Woman's Day, Men's Health, Chicago Tribune, LA Times, Washington Post, etc.*

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# Household Prep

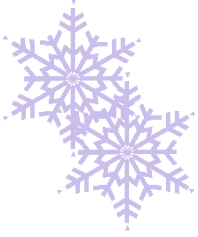


✓	Things To Do
	Clean house: dust, vacuum, wash floors
	Setup guest room
	Setup guest bath towels
	Guest bathrooms: guest towels / napkins for T-day
	Borrow / rent tables and chairs
	Setup decorations – inside, outside
	Seating Chart / Place cards
	Set Table: linen, napkins, silverware, centerpieces
	List times for sports games or Hallmark movies
	Schedule cooking times



# Holiday Activities

Day	Activity
	Walk / Run / Jog
	Hike
	Bike
	Canoe
	Camping
	Roller Skating / Blading
	Ice Skating
	Bowling
	Tennis
	Golf / Mini Golf
	Go Karts / Amusement Park
	Attend / Watch a Sport Game
	Ski / Snowboard
	Build a Snowman
	Swim
	Theater / Concert
	Movies
	Museums / Craft Place
	Board Games; Charades, Card Games
	Croquet, Badminton



# Holiday Week Daily Plans

Sunday

Monday

Tuesday

Wednesday

Thursday

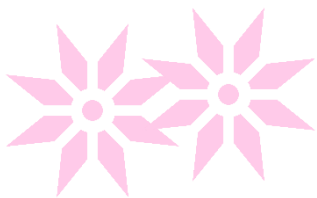
Friday

Saturday

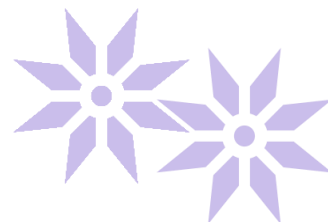
Sunday







# Menu



Appetizers	Snacks

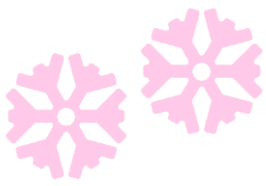
Salads	Side Dishes / Rolls

Main Dishes	Drinks
	Coffee / Teas
	Sugar / Cream
	Milk
	Pop / Soda
	Liquor

Desserts	







# Prepare Ahead Food & Wrapping

1-2 Weeks Ahead	

Weekend Ahead	

Day Before	

Holiday	

















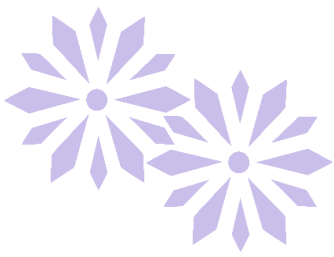






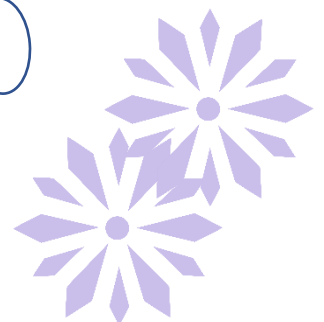
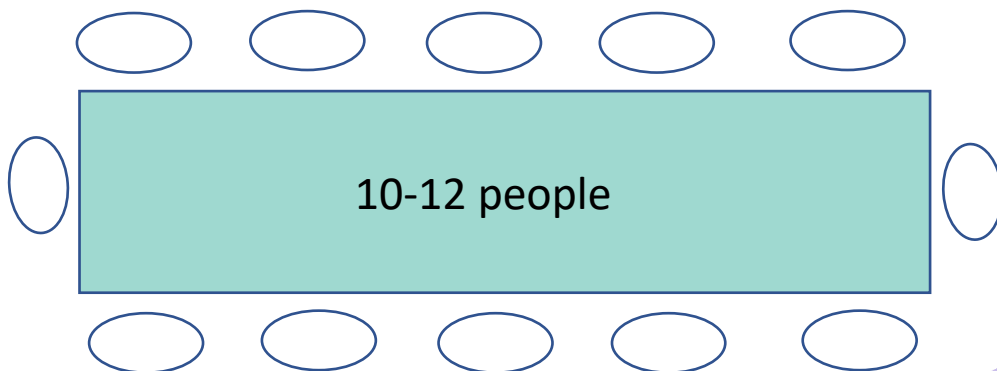
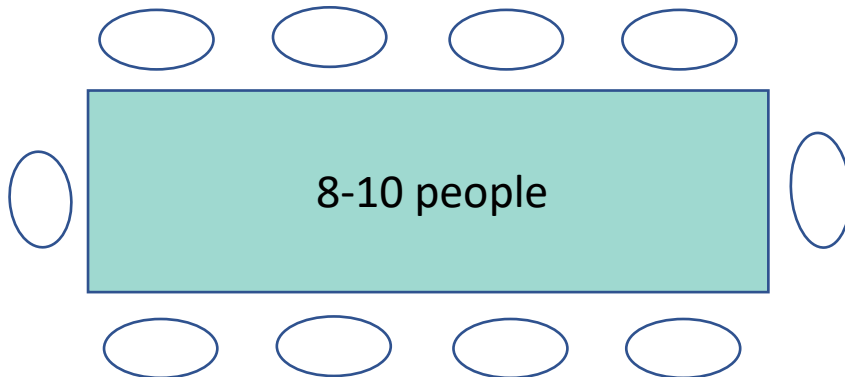
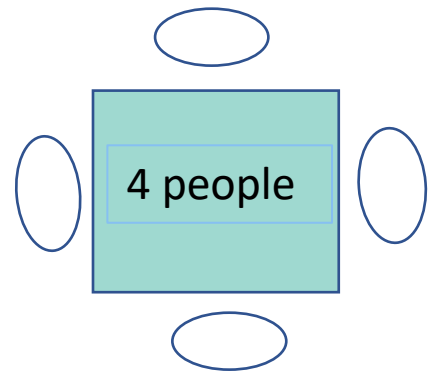
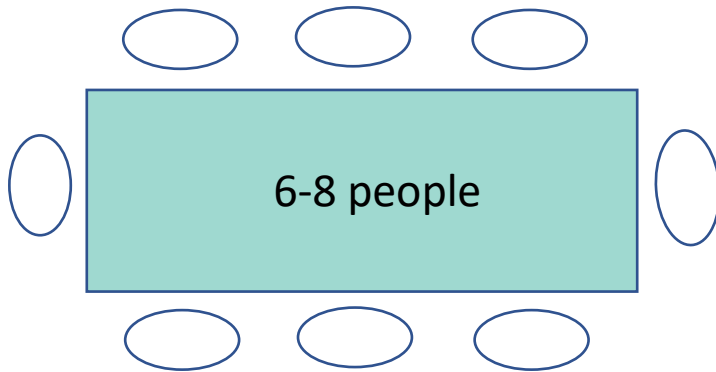






# Seating Charts

Make any combination or push two tables together taking off inner seats to make a longer table.



# Shopping List

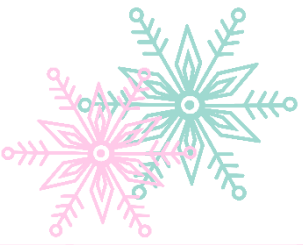


✓	Item
	<b>Appetizers</b>
	<b>Condiments / Spices</b>
	<b>Salads / Dressings</b>
	<b>Drinks</b>
	Milk
	Coffee
	Teas
	Sugar - Cream
	Pop / Soda
	Liquor

✓	Item
	<b>Main Dishes</b>
	<b>Sides / Rolls</b>
	Stuffing
	Gravy
	Rolls
	<b>Desserts</b>
	<b>Other</b>
	Cards
	Wrapping Paper
	Ribbons / Bows
	Tape
	Decorations



# Budget



✓	Item	Budget	Cost
	Decorations		
	Place cards		
	Guest bath napkins		
	Appetizers		
	Salads		
	Sides		
	Main Dishes		
	Desserts		
	Drinks		
	Liquor		
	Gifts		
	Holiday cards		
	Postage		
	Wrapping Paper /Bags		
	Ribbon		
	Tags		
	Rent tables and chairs		
	<b>Totals</b>		













# Notes



A large rectangular area with a light pink background and a thin purple border, intended for writing notes.

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