International Domestic Placement Group

www.DomesticPlacementGroup.com

Christmas Preparations

USE CHECKLISTS!!!!

Often employers wait to make plans because they may be invited out (they can not invite other to their home if they are elsewhere!)

June:
Structural and electrical work is done while the family is away on their summer holiday. (Heating, lighting, tile work, etc...)

July/ August:
Christmas cards - chosen & printed.
Check files for all local churches, each denomination, their address, phone, Pastor's name and service schedule for the year (seasons may vary the service times).

September:
Arrange the following: hotel, taxi, limo, extra staff, caterer, flights.
Christmas gifts for abroad, wrapping paper, ribbon, labels for all gifts, Christmas Crackers, gifts for: family members, the Lee's, staff & vendors.
Dry goods (flour, sugar, soda, mixers, drinks, light bulbs)
Board games (2 of each kind), decks of cards (12 decks -sealed), puzzles, chess, pens/ pencils, score pads (& reprints of existing score pads).
Menu w/ chef.
Christmas cards addressed and sealed (posted per recommendations by postal office).
If children are invited, book entertainment for the afternoon of the 25th. Magician, music, crafts. Schedule for 1-3 hours.
Arrange for carolers on Christmas Day. Inquire of suggested donation.
Arrange a 'Santa' for late afternoon on Christmas Day, request someone of my size and sex.

October/ November:
Mail Christmas cards.
Place orders for perishables (meat, fish, veggie, fruit, nuts, cheese, flowers, milk, dairy products...)
Order/ handpick Christmas tree, holly, ivy, mistletoe. (Never decorate the tree - they love to do it & will have a customary time/ tradition.)
Guest rooms in good repair, decorated & a seasonal gift arranged.
Outside of house decorated.

December:
Buy liquor - great sales (buy 1- get 1 free!).
Call all local churches, obtain the dates & times of all their holiday services.
Confirm all deliveries, guests & their modes of transport (flights, etc..), carolers...
Have donations/ COD fees/ vendor tips & gifts ready.
Rent lots of DVD's and/ or movies (adult, children, and Christmas themes).

January 5th:
Decorations are taken down on 'Twelfth Night', Christmas day counts as day one, 12 = January 5th.