



the CONCIERGE
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Christmas Survival Guide

November

Create your list of people you need to buy gifts for, any ideas you have for them, and the budget.	<input type="checkbox"/>	Write your Christmas card List.	<input type="checkbox"/>
Purchase appropriate number of Christmas cards or buy online from a charity.	<input type="checkbox"/>	Write Christmas cards for international friends and family.	<input type="checkbox"/>
Purchase gifts for international friends and family.	<input type="checkbox"/>	Ship international Christmas gifts.	<input type="checkbox"/>
Order the ham and/or turkey and/or seafood.	<input type="checkbox"/>	Book venues for Christmas parties or Christmas day.	<input type="checkbox"/>
Evaluate your Christmas decorations; do you need more or do any require replacement?	<input type="checkbox"/>	Christmas lights—check the bulbs and ensure wiring is safe.	<input type="checkbox"/>
Buy Advent calendars for the children.	<input type="checkbox"/>	Soak fruit for Christmas cake.	<input type="checkbox"/>
Clean the BBQ.	<input type="checkbox"/>	Arrange to have the pool serviced.	<input type="checkbox"/>
Arrange a handyman to take care of any outstanding repairs.	<input type="checkbox"/>	Arrange to have outdoor areas cleaned and tidied.	<input type="checkbox"/>
Arrange for house cleaning services.	<input type="checkbox"/>	Arrange to have the carpet or furniture professionally cleaned.	<input type="checkbox"/>
Invite guests for holidays and/or Christmas Day.	<input type="checkbox"/>	Prepare spare room for holiday visitors.	<input type="checkbox"/>

3 Weeks Before Christmas

Mail Christmas cards.	<input type="checkbox"/>	Put up Christmas tree and house decorations.	<input type="checkbox"/>
Put up exterior Christmas lights.	<input type="checkbox"/>	Plan food for the holidays and prepare grocery list.	<input type="checkbox"/>
Start grocery shopping for pantry items.	<input type="checkbox"/>	Buy wrapping paper, transparent tape, swing tags, ribbons, and bows.	<input type="checkbox"/>
Start gift shopping.	<input type="checkbox"/>	Buy gifts for school teachers and/or charity gift tree at department stores.	<input type="checkbox"/>
Check that you have enough cutlery, crockery, glassware, linen, and seating if you are expecting many guests.	<input type="checkbox"/>	Ensure your social schedule is up to date with all household members events noted (make sure you don't have any double ups). Arrange baby sitters if necessary.	<input type="checkbox"/>



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2 Weeks Before Christmas

Wrap presents and double check that you have a gift for everyone on your list.	<input type="checkbox"/>	Buy "back up" gifts for any drop in visitors.	<input type="checkbox"/>
Buy batteries for any toys that require them.	<input type="checkbox"/>	Clean your fridge and oven.	<input type="checkbox"/>
Bake Christmas cake.	<input type="checkbox"/>	Buy gifts for staff or clients.	<input type="checkbox"/>
Mail any gifts	<input type="checkbox"/>	Deliver any "local" gifts.	<input type="checkbox"/>

1 Week Before Christmas

Buy drinks and perishable foods.	<input type="checkbox"/>	Write a timeline; remember to include things such as the time required to defrost foods.	<input type="checkbox"/>
Double check the camera battery.	<input type="checkbox"/>	Clean the house.	<input type="checkbox"/>
Check time of church services.	<input type="checkbox"/>	Arrange suitable times to visit family and friends on Christmas Day	<input type="checkbox"/>

Christmas Eve

Buy flowers for the house and table decorations.	<input type="checkbox"/>	Wrap any remaining gifts.	<input type="checkbox"/>
Buy any final perishable food items.	<input type="checkbox"/>	Collect ham, turkey, or seafood.	<input type="checkbox"/>
Set table (if possible).	<input type="checkbox"/>	Gather all gifts for children's stockings.	<input type="checkbox"/>

Call us if you need help: 1300 55 8463
or visit us at www.theconciergecollective.com.au