

Holiday Party Checklist Template: Decorations, Food & Festive Activities Management

| ial setup, budget allocation, and ve | idor serection. | |
|--------------------------------------|-----------------|--|
| Total Event Budget | | |
| Enter a number | | |
| Deposit Amount (if applicable) | | |
| Enter a number | | |
| Budget Approval Date | | |
| Enter date | | |
| Payment Schedule (e.g., 50/50, s | aged) | |
| 50/50 | | |

Budget Notes & Assumptions