Christmas Dinner Planner

Menu, guest contributions, timeline and shopping list

Event	Details	Event	Details
Event name	Christmas Dinner	Host	The Miller Family
Date	Wednesday, December 25	Guest count	12
Serving time	3:00 PM		

1. Menu in Serving Order

Course	Dish	Serves	Dietary note
Welcome bites	Cheese board with crackers	12	Vegetarian
Welcome bites	Shrimp cocktail	12	Gluten-free
Main course	Baked ham with pineapple	20	
Backup main	Roast chicken or Cornish hens	8	
Potato dish	Garlic mashed potatoes	12	Vegetarian
Rolls	Homemade dinner rolls	12	
Greens	Green bean casserole	12	
Gravy	Gravy	12	
Sides	Cranberry sauce	12	Gluten-free
Dessert	Sugar cookies and pecan pie	12	Contains nuts
Drinks	Hot cider and sparkling water		

2. Guest Contribution Plan

Dish	Brought by	Confirmed (Y/N)	Oven or slow cooker
Green bean casserole	Aunt Carol	Y	Oven
Cheesy potatoes	Mike	Y	Slow cooker
Pear salad	Jess	N	None

Dish	Brought by	Confirmed (Y/N)	Oven or slow cooker
Rolls	Dad	Y	Oven

> Tick Confirmed only after the guest agrees to bring the dish.

3. Open Decision

> One decision still open: Who brings the rolls? _____

4. Cooking Timeline

When	Task	Start time
Day before	Shop, thaw and prep sides	6:00 PM
Morning of	Set out ham, make casseroles	9:00 AM
Oven time	Ham in oven	11:00 AM
Slow cooker	Stuffing on low	10:30 AM
Before serving	Rest and carve	2:30 PM

5. Shopping List

Item	Used for	Quantity	Got it
Bone-in ham	Main course	1 (about 12 lb)	☐
Potatoes	Garlic mashed potatoes	5 lb	☐
Green beans	Casserole	3 cans	☐
Cranberries	Sauce	2 bags	☐
Butter	Sides and rolls	2 lb	☐
			☐

6. Food Safety

- ☐ Whole turkey and stuffing center must reach 165°F, checked with a food thermometer (a pop-up timer does not replace one).
- ☐ Do not wash raw turkey.

- [ ] Two-hour rule: do not leave food out longer than two hours when serving groups.
- [ ] Keep hot food hot and cold food cold.

Planning tip: plan servings per guest by counting each dish against the guest count.