



Plan

When planning for Halloween, think about holiday-specific tasks such as decorating the house (outside and/or inside), purchasing or making costumes, stocking up on treats and carving pumpkins. Are there any cultural or family traditions that you would like to keep, or new ones you would like to start? Do you throw a Halloween bash every year? Maybe you like to visit haunted houses or have a scary movie night. Write down everything that you would like to see happen this Halloween. On the following pages, you'll find a checklist of potential projects, tasks and events to get you started.

Be sure to make a Halloween spending plan as well! For each item in your plan, set a realistic budget. Always remember it's never too early to buy something you know you'll need (like trick-or-treat candy) if you find it on sale!

Organize

Looking at your plan, consider whether you have everything you need to execute your plan already on hand. Where are the Halloween decorations stored? Do you already have makeup or accessories for costumes? Do you need baking supplies or new candles?

Add to your plan whether this is something you have or need; the "need" list becomes a handy seasonal shopping list. Keep everything together within reach and ready to go, or at least know how to access it quickly. This is especially true of new items and supplies that you may purchase ahead of time!

Prioritize


For each of the plans and tasks you've noted above, which is the most important (the holiday just wouldn't be the same without it)? Which is the least important (it would be nice but it won't make or break the holiday)? Rank each one and use that ranking to schedule the most important aspects first.

Schedule

Take out your calendar/phone/daily planner **right now** and schedule the plans and tasks that you've assessed to be the most important aspects of your holiday season. Then stick to your plans just like you would an important meeting or event.

Review this schedule each week to make sure you're on track. Course correct as needed, remembering to let go of perfection!

SEPTEMBER



S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

My Halloween Plan

Remember to review this list each week to make sure you are meeting your deadlines and keep procrastination at bay. As you complete each item, cross it off your list.

Traditions

Description	Have/Need	Budget	Deadline
Candy			
Pumpkins <i>(Tip: Buy early for selection, but don't carve until Oct. 29 for freshness!)</i>			

Costumes

Description	Have/Need	Budget	Deadline
Outfit			
Wig			
Accessories			
Makeup			

Decorations

Inside: Candles, artwork, table linens, centerpiece, bath towels, decorative accessories
 Outside: Wreath/artwork for door, lights, statuary, yard art, spooky music for trick-or-treaters

Description	Have/Need	Budget	Deadline

My Halloween Plan

Party Plans

Date: _____

Theme: _____

Description	Have/Need	Budget	Deadline
Guest list			
Invitation <i>(Tip: send at least 3 weeks in advance)</i>			
Menu			
Beverages			
Themed partyware			
Decorations			
Favors/prizes			

Cards & Gifts

To whom are you sending? What are you sending?
When are you sending?

Description	Have/Need	Budget	Deadline