



Holiday Card List

<input checked="" type="checkbox"/>	Tasks	<input checked="" type="checkbox"/>	Supply List
	Schedule a photo opportunity		
	Review and sort contact lists		
	Create a recipient list		
	Research card/letter designs		
	Schedule a deadline for mailing		
	Choose a design		
	Make supply list		
	Shop for supplies		
	Schedule time to write/create card or letter		
	Order photo copies		
	Address envelopes (or print labels)		
	Drop off at post office		
	Log the cards that you have received		
	Pre-order next year's cards		

Card Design Idea	Link	Notes
1.		
2.		
3.		
4.		
5.		

Additional Notes: _____

