

Christmas Dinner Party Roles and Tasks

Roles are pre-assigned by hostess with explanations of how to carry out tasks.

Role	Participant	Task
Queen/King	Hostess/Host	Pre-assigns tasks to in-house helpers and guests. During Christmas Day, relaxes, enjoys, and does whatever she/he wants to do.
Kitchen Chief/Director		Director in charge of food preparation and distribution.
Helper Elf		Turkey Carver.
Helper Elf		Arrange sliced turkey on platters; assist Chief with food prep and distribution
Helper Elf		Gravy Maker
Furniture Organizer		Bring out the folding chairs, clean them and make them accessible. Table extensions can be inserted in main table the day before. Arrange for extra tables and chairs as needed
Dining Table Set Up		Sets table(s) with linen, cutlery, decorations
Ambiance Elf		Lights candles around room and at dining table
Santa Claus		Distributes gifts
Beverage Manager		Set up beverage bar, glasses, ice, napkins, swizzle sticks, garnishes and beverages. Tip: Do not set up bar in kitchen if possible. Only Beverage Manager allowed in kitchen.
Beverage Helper Elf		Serves guests beverages
Daycare Supervisor		Keeps kids busy with helpful tasks; games – away from kitchen and food preparation
Daycare helper		Assists in keeping kids busy
Guest Greeter		Answers door and directs guests to coat room
Pet Control		Confines animals to special area; walks dogs as needed.