

# **Christmas Card Mailing Prep Checklist**

- ☐ Address list finalized
- ☐ Envelopes addressed
- ☐ Return address added to envelopes
- ☐ Postage stamps applied
- ☐ Envelope sealers or stickers applied
- ☐ Cards sorted for hand delivery or mailing
- ☐ Confirm postal deadlines for delivery
- ☐ Cards packaged or protected if needed
- ☐ Cards ready to mail on scheduled mailing date