

Holiday Light Organization Checklist



Your Professional Organizer's Guide to Stress-Free Holiday Lighting

From Just Organized by Taya | justorganized.org | 832-271-7608

BEFORE YOU START: Safety & Planning

Pre-Installation Safety Checks

- ☐ Test all light strands before hanging (plug each one in)
- ☐ Check for frayed wires, cracked sockets, or exposed copper
- ☐ Verify all outdoor lights are rated for outdoor use
- ☐ Inspect extension cords for damage
- ☐ Ensure all outdoor outlets have GFCI protection
- ☐ Check that LED and incandescent lights are not mixed on same circuit
- ☐ Confirm ladders are stable and in good condition
- ☐ Check weather forecast (avoid wet/icy conditions)

Cable Management Supplies Checklist

- ☐ Outdoor weatherproof extension cords (appropriate length)
- ☐ Indoor extension cords/power strips with surge protection
- ☐ Gutter/roofline clips (estimate 1 per 12-18 inches)
- ☐ Outdoor cord covers or stakes
- ☐ Adhesive cable clips for indoor use
- ☐ Zip ties or velcro cable ties
- ☐ Weatherproof connection covers
- ☐ Label maker or waterproof tags
- ☐ Colored electrical tape (for color-coding)
- ☐ Timer or smart plug (optional)

Planning Your Display

- ☐ Map out which outlets you'll use for each section
- ☐ Measure distances to determine extension cord lengths needed

- [] Sketch a simple diagram of your lighting plan
- [] Identify problem areas from previous years
- [] Calculate total wattage to avoid overloading circuits
- [] Designate "zones" (front porch, roofline, tree, etc.)

OUTDOOR INSTALLATION

Extension Cord Organization

- [] Run main extension cords along shortest, most direct routes
- [] Use cord covers or stakes to secure cords to ground
- [] Elevate all connection points (never in puddles)
- [] Apply weatherproof covers to all outdoor connections
- [] Keep cords away from walkways when possible
- [] Use landscape-colored cords (green/brown) for better camouflage

Roofline & Gutters

- [] Start installation from center and work outward
- [] Place clips every 12-18 inches for even lines
- [] Maintain gentle, consistent tension (not too tight)
- [] Secure all connection points with clips or hooks
- [] Keep connections tucked under eaves when possible
- [] Step back periodically to check for sagging or gaps

Bushes, Shrubs & Yard Displays

- [] Make connections deep inside foliage (hidden from view)
- [] Use green cords for plants, brown for mulch areas
- [] Stake cords running across lawn
- [] Keep extension cords along edges of beds, not across lawn
- [] Bundle multiple cords together with zip ties

Labeling & Organization

- [] Label each outlet/connection: "Front Porch," "Roofline East," etc.
- [] Use colored tape to color-code different zones
- [] Mark timers and smart plugs with corresponding zones
- [] Take photos of each section showing connections

INDOOR INSTALLATION

Power Management

- [] Identify which outlets are on which circuits
- [] Spread holiday lights across multiple circuits
- [] Use quality surge protectors (never daisy-chain power strips)
- [] Calculate total wattage per circuit (stay under 80% capacity)

- [] Position power strips behind furniture when possible
- [] Use cord covers for cords running along baseboards

Christmas Tree

- [] Start stringing lights from trunk, working outward
- [] Run main cord vertically along trunk
- [] Connect strands end-to-end as you decorate
- [] Use green/brown twist ties to secure lights to branches
- [] Ensure all plugs end at tree base near outlet
- [] Take photo of plug configuration before adding presents

Windows & Doorways

- [] Use clear adhesive clips for window frames
- [] Run cords vertically (less noticeable than horizontal)
- [] Consider battery-operated lights for cord-free windows
- [] Keep indoor cords away from water sources
- [] Secure cords away from high-traffic areas

Mantels, Garland & Accent Lighting

- [] Route cords behind garland/decorations when possible
- [] Use adhesive clips to secure cords out of sight
- [] Keep cords away from candles and heat sources
- [] Ensure garland cords don't dangle where visible

TROUBLESHOOTING QUICK REFERENCE

Lights Won't Turn On

- [] Check that all connections are secure
- [] Test outlet with another device
- [] Check for tripped breaker or GFCI
- [] Replace fuse in light strand if applicable
- [] Look for loose or broken bulbs

GFCI Keeps Tripping (Outdoor)

- [] Check all connections are covered/weatherproofed
- [] Elevate connections off ground
- [] Ensure lights are rated for outdoor use
- [] Let outdoor lights dry completely after rain before plugging in
- [] Check for damaged cords or bulbs

Lights Are Sagging or Gapped

- [] Add more clips (12-18 inch spacing)

- ☐ Adjust tension (should be snug but not stretched)
- ☐ Check that clips are rated for bulb weight
- ☐ Redistribute lights if bunched in areas

Too Many Lights, Not Enough Outlets

- ☐ Switch to LED lights (use less power, connect more strands)
- ☐ Use one quality outdoor power strip per zone
- ☐ Spread lights across multiple home circuits
- ☐ Consider using timers to reduce simultaneous load

DOCUMENTATION FOR NEXT YEAR

Photo Documentation

Take photos of:

- ☐ Overall outdoor display from street
- ☐ Each section's plug/connection setup
- ☐ Indoor tree plug configuration
- ☐ Any problem areas that need improvement
- ☐ What worked well to remember for next year

Notes for Next Year

- ☐ What supplies do you need more of?
- ☐ What would you do differently?
- ☐ Which sections were most time-consuming?
- ☐ Any lights that need replacing?
- ☐ Improvements to cable management?

TAKEDOWN & STORAGE PREP

Safe Removal

- ☐ Choose a dry day for outdoor light removal
- ☐ Remove lights in reverse order of installation
- ☐ Unplug each section before removing
- ☐ Remove clips/stakes as you go
- ☐ Check for any damage before storing

Cable Management for Storage

- ☐ Test each strand one final time
- ☐ Wrap lights using chosen storage method
- ☐ Label wrapped lights by location
- ☐ Keep indoor and outdoor lights separate
- ☐ Store extension cords with corresponding light sections

- [] Bundle matching cords with zip ties or colored tape

Storage Organization

- [] Use plastic bins with lids (not cardboard)
- [] Store in climate-controlled area
- [] Keep lights away from extreme heat/cold
- [] Store outdoor items separately from indoor
- [] Add this checklist to your storage bin!

NOTES & REMINDERS

Use this space to jot down specific details about your setup:

Outdoor outlets used:

Indoor circuits used:

Supply shopping list for next year:

What worked great:

What to improve next year:

Need help with your holiday lighting or home organization?

Just Organized by Taya offers:

- Professional home organization services
- Holiday decor installation & takedown
- Custom organizing solutions for your lifestyle

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