

# Holiday Light Organization Checklist



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

From Just Organized by Taya | [justorganized.org](http://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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