# Holiday Preparations

O SET OUT HOLIDAY MUSIC	0
O MAKE UP PLAYLISTS	0
SET OUT HOLIDAY MOVIES	0
O SET OUT HOLIDAY BOOKS	0
O CHECK GIFT WRAPPING SUPPLIES	0
O CHECK/MAKE GIFT TAGS	0
○ CHECK/MAKE GIFT CARDS	0
O GO THROUGH HOLIDAY COOKIE CUTTERS, REPLACE	0
AS NEEDED	0
O CHECK HOLIDAY LINENS (TABLE AND OTHER) REPAIR.	0
CLEAN OR REPLACE AS NEEDED	0
O GET OUT HOLIDAY DECORATIONS	0
<ul> <li>STOCK UP ON HOLIDAY ESSENTIALS.</li> </ul>	0
O GIVE STOVE AND OVEN A GOOD CLEANING	0
O SORT AND TIDY PANTRY (GREAT TIME TO FIND	0
STUFF TO DONATE TO FOOD BANK)	0
CLEAN AND TIDY FRIDGE	0
<ul> <li>CLEAN AND TIDY FREEZER</li> </ul>	
	GIFT UNWR APPING SURVIVAL KIT
NEEDED	O BATTERIES, CHARGED AND READY TO GO
CHECK FLASHLIGHT BATTERIES AND CANDLE	O MULTIHEAD SCREWDRIVER
SUPPLY	○ BOX CUTTER
O FILL PROPANE TANK ON BBQ	○ SCISSORS
O	O CAMERA, FULLY CHARGED, EMPTY MEMORY CARD
0	O BANDAIDS AND POLYSPORIN
O	O 2 LARGE BAGS, ONE FOR GARBAGE, ONE FOR RECYCLING
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# Hostess Cheat Sheet

#### 1 WEEK BEFORE...

- O DEEP CLEAN "PUBLIC" ROOMS
- O PLAN MENU INLCUDING BEVERAGES
- O MAKE UP SHOPPING LIST
- O GO SHOPPING
- O GET OUT TABLE LINENS. (PLACEMATS, NAPKINS, RUNNERS ETC. LAUNDER AND IRON AS NEEDED)
- O PLAN DECORATIONS. MAKE SURE YOU HAVE EVERYTHING YOU NEED

## 2-3 DAYS BEFORE...

- O PICK UP ANY LAST MINUTE FRESH FOOD ITEMS
- O PLAN BEVERAGES, DO YOU HAVE EVERYTHING YOU NEED?
- O PREP AND MAKE ANY MAKE AHEAD ITEMS
- O PLAN YOUR OUTFIT AND SET IT ASIDE
- O CLEAR ALL UNNEFDED ITEMS FROM "PUBLIC" ROOMS (STORE OUT OF THE WAY UNTIL AFTER PARTY)
- O PICK UP ANY ITEMS YOU'RE BORROWING OR RENTING

#### DAY BEFORE...

- O GIVE "PUBLIC" ROOMS A REFRESH CLEANING TAKE TIME FOR A DEEPER CLEAN ON ROOMS LIKE THE
- O MAKE SPACE (IN YOUR ENTRY, COAT CLOSET, ETC...) FOR YOUR GUESTS COATS AND SHOES (PLAN AHEAD FOR WET FOOTWARE)
- ARRANGE WHAT YOU CAN ON SERVING PLATTERS OR TRAYS.
- O SET UP WHAT YOU CAN (DECORATIONS, PLACE SETTINGS, ETC...)
- O TAKE TIME TO UNWIND. (HAVE A BATH, PAINT YOUR NAILS, DO SOMETHING NICE FOR YOU)

### DAY OF ...

- O GENERAL TIDY UP OF "PUBLIC" ROOMS
- O QUICK DUST, SWEEP, VACUUM AS NEEDED
- O GIVE YOURSELF TIME TO GET READY
- O SET UP TABLE OR FOOD AND DRINK STATIONS
- O FINISH PREPPING FOOD
- AS GUESTS ARRIVE OFFER REFRESHMENT. THIS GIVES YOU A CHANCE TO FINISH ANY LAST MINUTE. TOUCHES ON THE FOOD

