

# Hostess Cheat Sheet

## *1 week before*

- 🕒 Deep clean "public" rooms
- 🕒 Plan menu including beverages
- 🕒 Make up shopping list
- 🕒 Go shopping
- 🕒 Get out table linens, (placemats, napkins, runners etc, launder and iron as needed)
- 🕒 Plan decorations, make sure you have everything you need

## *2-3 days before*

- 🕒 Pick up any last minute fresh food items
- 🕒 Plan beverages, do you have everything you need?
- 🕒 Prep and make any make ahead items
- 🕒 Plan your outfit and set it aside
- 🕒 Clear all unneeded items from "public" rooms (store out of the way until after party)
- 🕒 Pick up any items you're borrowing or renting

## *day before*

- 🕒 Give "public" rooms a refresh cleaning, take time for a deeper clean on rooms like the bathroom
- 🕒 Make space (in your entry, coat closet, etc...) for your guests coats and shoes (plan ahead for wet footwear)
- 🕒 Arrange what you can on serving platters or trays,
- 🕒 Set up what you can (decorations, place settings, etc...)
- 🕒 Take time to unwind, (have a bath, paint your nails,, do something nice for you)

## *day of*

- 🕒 General tidy up of "public" rooms
- 🕒 Quick dust, sweep, vacuum as needed
- 🕒 Give yourself time to get ready
- 🕒 Set up table or food and drink stations
- 🕒 Finish prepping food
- 🕒 As guests arrive offer refreshment, this gives you a chance to finish any last minute touches on the food