

Holiday Preparations

- SET OUT HOLIDAY MUSIC
- MAKE UP PLAYLISTS
- SET OUT HOLIDAY MOVIES
- SET OUT HOLIDAY BOOKS
- CHECK GIFT WRAPPING SUPPLIES
- CHECK/MAKE GIFT TAGS
- CHECK/MAKE GIFT CARDS
- GO THROUGH HOLIDAY COOKIE CUTTERS, REPLACE AS NEEDED
- CHECK HOLIDAY LINENS (TABLE AND OTHER) REPAIR, CLEAN OR REPLACE AS NEEDED
- GET OUT HOLIDAY DECORATIONS
- STOCK UP ON HOLIDAY ESSENTIALS.
- GIVE STOVE AND OVEN A GOOD CLEANING
- SORT AND TIDY PANTRY (GREAT TIME TO FIND STUFF TO DONATE TO FOOD BANK)
- CLEAN AND TIDY FRIDGE
- CLEAN AND TIDY FREEZER
- CHECK SMOKE ALARMS, REPLACE BATTERIES IF NEEDED
- CHECK FLASHLIGHT BATTERIES AND CANDLE SUPPLY
- FILL PROPANE TANK ON BBQ
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GIFT UNWRAPPING SURVIVAL KIT

- BATTERIES, CHARGED AND READY TO GO
- MULTHEAD SCREWDRIVER
- BOX CUTTER
- SCISSORS
- CAMERA, FULLY CHARGED, EMPTY MEMORY CARD
- BANDAIDS AND POLYSPORIN
- 2 LARGE BAGS, ONE FOR GARBAGE, ONE FOR RECYCLING
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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, LAUNDRY 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