



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