



Hostess Cheat Sheet

One 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 foot-ware)
- ◇ 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