

# 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...) 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 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



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