

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



A series of 18 horizontal lines for writing, corresponding to the stars on the left.

A large rectangular area with a dark blue border, containing 18 horizontal lines for writing.