

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