The Perfect Party Host Checklist

Party etiquette says guests should arrive 15 minutes late. Unfortunately people don't follow that rule so try to be ready 10 minutes before the party starts. Plan, plan, plan!



Ahead of time

- [ ] Make a list of all of your guests
- [ ] Send invitations out with plenty of notice
- [ ] Let your guest know ahead of time if you are serving just drinks, appetizers or dinner
- [ ] Know your guests (i.e. allergies and general dieting habits)
- [ ] Make a list of what you plan to serve
- [ ] Make your shopping list from what you plan to serve
- [ ] Plan out what serving dishes you plan to use
- [ ] If there are a lot of guests consider hiring a server/bartender so you can enjoy the party too

A Few Days Before (Don't wait until the last minute)

- [ ] Go shopping
- [ ] Clean the house
- [ ] Start cooking at least the night before (even earlier if possible)
- [ ] Take all of your serving dishes out the night before
- [ ] Label each dish with what you plane to serve in it
- [ ] Put the utensils you will use in the serving dish it will go with

- [ ] Prepare you music playlist

The Day of

- [ ] Start prepping early
- [ ] Don't wait until last minute to shower and get dressed
- [ ] Start taking things out of the fridge to lay out 30 minutes before quests arrive
- [ ] Make sure your garbage is empty before guests arrive
- [ ] Make sure your dishwasher is empty before guests arrive
- [ ] Offer guests a drink as soon as they arrive
- [ ] If there is no server to help, let your guests know to help themselves to refills

Enjoy yourself!

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