

# The Party Checklist

## for stress-free entertaining at home

The key to being stress-free when you have a party at home? Plan ahead and keep it REAL! Here, I round up the 10 steps you will need to be the perfect hostess and enjoy yourself.

### TYPE OF PARTY

---

- |                                    |                                   |                                 |
|------------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> BREAKFAST | <input type="checkbox"/> LUNCH    | <input type="checkbox"/> DRINKS |
| <input type="checkbox"/> BRUNCH    | <input type="checkbox"/> TEA TIME | <input type="checkbox"/> DINNER |

### INVITATIONS

---

- |                                           |                                           |                                        |
|-------------------------------------------|-------------------------------------------|----------------------------------------|
| <input type="checkbox"/> CREATE GUESTLIST | <input type="checkbox"/> SEND INVITATIONS | <input type="checkbox"/> MONITOR RSVPS |
|-------------------------------------------|-------------------------------------------|----------------------------------------|

### BUDGET

---

- |                                          |                                          |                                                |
|------------------------------------------|------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> SET FOOD BUDGET | <input type="checkbox"/> SET WINE BUDGET | <input type="checkbox"/> SET DECORATION BUDGET |
|------------------------------------------|------------------------------------------|------------------------------------------------|

### MENU

---

- |                                            |                                      |                                  |
|--------------------------------------------|--------------------------------------|----------------------------------|
| <input type="checkbox"/> PRE DINNER SNACKS | <input type="checkbox"/> MAIN COURSE | <input type="checkbox"/> CHEESE  |
| <input type="checkbox"/> STARTER           |                                      | <input type="checkbox"/> DESSERT |

### DRINKS

---

- |                                            |                                          |                                              |
|--------------------------------------------|------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> PRE DINNER DRINKS | <input type="checkbox"/> WHITE WINE      | <input type="checkbox"/> DESSERT WINE        |
| <input type="checkbox"/> BEER              | <input type="checkbox"/> RED WINE        | <input type="checkbox"/> AFTER DINNER DRINKS |
| <input type="checkbox"/> STILL WATER       | <input type="checkbox"/> SPARKLING WATER |                                              |

## PICK UP & DELIVERIES

---

- ORDER & RECEIVE DELIVERY
- IN ADVANCE PICK UP
- DAY OF PICK UP

## TABLE SETTING

---

- SELECT TABLE MOOD
- SELECT TABLE DINNERWARE
- SELECT TABLE LINNES
- SELECT SERVING BOWLS & PLATES
- SELLECT FLATWARE
- SELECT STEMWARE

## PRE PARTY PREP

---

- SET ALARMS 45 MIN BEFORE GUEST ARRIVE AND 15 MIN WARNING BEORE GUESTS ARRIVE
- SET ALARM WHEN MAIN COURSE TO BE SERVED
- PREP AND PRE COOK ALL FOOD
- 45 MIN BEFORE GUESTS ARRIVE GET READY – PUT ON YOUR HIGH HEELS AND LIPSTICK
- 15 MINUTES BEFORE GUESTS ARRIVE
- SET UP PRE DINNER DRINKS
- LIGHT THE CANDLES & DIM THE LIGHTS
- PLAY THE SELECTED MUSIC PLAYLIST

## PARTY TIMELINE

---

- PLAN WHAT TIME TO SERVE WHAT COURSE AND PREP TIME NEEDED

## CLEAN UP

---

- STORE LEFTOVERS
- FILL AND RUN DISHWASHER
- SOAK OVERNIGHT HANDWASH ITEMS
- REMOVE TRASH