

# Pre-Party Checklist

Throwing a fabulous gathering is as easy as 1, 2, 3 when you have a handy checklist to guide you. Our pre-party checklist will help ensure that your gathering goes off without a hitch!

## 1 Week Before:

- Stock your bar.
- Create your playlist (or use one of ours).
- Select the dinnerware, serving dishes and serving utensils you will use. Make sure you have everything you need!
- Follow up with any guests who haven't confirmed their presence.
- Create a standby cleaning kit - just in case someone spills.
- Will you be ordering flowers? If so, now's the time to place the order.
- Make your party timeline. Your timeline should include key party details, including the timing of any food preparation or finishing that will be required.

## 2 Days Before:

- Buy any items you need from the market! Don't forget garnishes to make your buffet set up and/or plates look spectacular!
- Polish any glassware, serving pieces and flatware you'll be using.
- Finalize any decorations.
- Give your house a deep clean!

## Day Before:

- Pick up any flowers.
- Let the neighbors know if you're expecting more than 10 guests.
- Make a list of the tasks you'd like your server to do, and the timing for each task.
- Get any ironing out of the way - both your clothes and your linens.

## Morning Of:

- Chill wine.
- Set the table.
- Set up a beverage station if you're using one. Don't forget to pre-slice any lemons and limes.
- Check the guest bathroom - empty trash, set out guest towels and a great smelling soap!

## 2 Hours Before:

- Set out any serving pieces that will be used.
- Set out any favors.
- Empty all trash cans.

## 1 Hour Before:

- Set the mood. Light candles, turn on mood lighting and light fireplaces if appropriate.
- Turn on your playlist.
- Set out any nuts or party snacks.

