

# GREAT PARTIES

## *checklist*

### BEFORE THE PARTY

- Choose the date and time
- Make a guest list.
- Set a budget
- Decide on style and theme
- Send invitations.
- Follow up with non-responders.
- Plan the menu.
- Check for dietary restrictions.
- Make a shopping list.
- Buy non-perishables.
- Plan table settings and decorations.
- Prepare a music playlist.
- Clean the house.
- Set up the dining area.
- Decorate.
- Prepare serving areas.
- Buy fresh flowers
- Cook dishes that can be made ahead.
- Do final shopping for fresh items.
- Finish cooking on the day of the party.

### DURING THE PARTY

- Welcome guests and take their coats.
- Offer welcome drinks.
- Serve appetizers.
- Serve the main course.
- Refill drinks as needed.
- Serve dessert.

### AFTER THE PARTY

- Clear the table.
- Wash dishes.
- Store leftovers.
- Tidy up the house.
- Review feedback from guests.
- Make notes for future improvements.

*Pro Tip: Set the table in advance to visualize the arrangement.*

*This allows you to see what works and make adjustments as needed, ensuring a smooth setup on the day of the party.*