



DINNER PARTY CHECKLIST

Preparations

- o Decide on a budget
- o Pick a theme, if desired
- o Pick a location
- o Create an invitation list
- o Send invitations: a traditional invitation/phone call/email/text message/or in person
- o Create a menu: are you following a theme, choosing specific dishes, or having your event catered?
- o Choose beverages to compliment your meal. Decide if you are serving a signature drink, wine, or will have options available to create cocktails
- o Shop for any items needed
- o Plan for last minute or unannounced guests
- o Clean your space
- o Iron table cloth
- o Choose mood lighting: candles, colored light bulbs, etc.
- o Prepare your outfit, jewelry, shoes, etc.

The Day of

- o Place clean hand towels in the restroom and kitchen
- o Make sure soap and toilet paper are well stocked in restroom
- o Put away any clutter, such as mail, laundry, magazines, toys, etc.
- o Decorate
- o Set the table
- o Arrange extra chairs if needed
- o Set out all serving dishes, utensils, or anything else needed to cook or serve food
- o Prepare most food ahead of time, if possible
- o Wear an apron to keep your outfit clean
- o Ready pitchers of iced water or iced tea
- o Make fresh coffee and arrange creamer, sugar, etc.
- o Set out drink cart or create a space to house a space to create cocktails
- o Have corkscrews, ice bucket, or garnishes ready for drinks
- o Prepare hors d'oeuvre, crudités, charcuterie, or a cheeseboard

Items to Shop for

- o Invitations
- o Groceries
- o Beverages
- o Flowers
- o Decorations
- o Candles
- o Take home containers for leftovers or dessert

Have fun!