

HOSTING CHECKLIST

TASK	MARK AS DONE
A Few Weeks Before	
Define the purpose (dinner party, game night, cocktails, etc.)	
Set budget	
Create guest list	
Start to prepare food menu and how it will be served (buffet style or small food bites)	
Send out invites	
Find out if any guests have allergies or special diets and plan accordingly	
Order food from caterer if not preparing it yourself	
Few Days Before	
Finalize the food menu if not catering	
Start purchasing food if preparing yourself, choose room temperature food when possible	
Purchase plates, cups, utensils and other items needed	
Prepare drink menu (alcohol and non-alcohol)	
Prepare conversation starters	
Plan at least one shared activity (game, show, theme)	
Day Before	
Finalize food purchases if preparing yourself	
start cooking/preparing food	
Purchase drinks and ice	
Remove unnecessary clutter from high-traffic areas	
Day of, Before Guests Arrive	
Set up Food & Drinks	
Finish preparing food	
Place food where guests can help themselves	
Use trays or boards to group snacks together	
Make food labels if guests have food allergies	
Set up drinks and keep in one central location	
Set up paper or recyclable cups, plates, utensils, napkins	
Put a trash and recycling bin in an easy-to-find spot	
Create 2–3 clear zones: Food, seating, activity; leave clear walkways between zones	
Arrange seating to face each other, pull in extra seating if necessary	
Start playlist on room speakers	
Have activities set up and ready	
Have conversation starters ready	
Set up area where people will put shoes and coats (if necessary)	
During the Party	
Check in with guests, not the kitchen	
Refill food/drinks without disappearing	
Enjoy your event	
After Guests Leave	
Clean party area (take out trash vacuum and sweep)	
Spray disinfectant on surfaces (chairs, couches, tables, doorknobs, etc.)	
Toss or compost disposables	
Wash and stack reusable items for next time	
Make a quick note of what worked for future hosting	