



□ Shopping List – Tableware

Plates/Napkins	Cutlery	Cups/Glasses	Decorations

□ Shopping List – Misc.

Decorations	Tablecloths	Leftover bags	Party Favors

## House Preparation (2 days – 1 week ahead)

### Cleaning

Bathrooms	Kitchen	Common Areas	Entry/Garage
<input type="checkbox"/> Countertops	<input type="checkbox"/> Sink	<input type="checkbox"/> Coat Closet	<input type="checkbox"/> Closets
<input type="checkbox"/> Toilet	<input type="checkbox"/> Stove	<input type="checkbox"/> Dust	<input type="checkbox"/> Extra tables
<input type="checkbox"/> Floor	<input type="checkbox"/> Fridge	<input type="checkbox"/> Floors	<input type="checkbox"/> Extra chairs
<input type="checkbox"/> Tub/Shower	<input type="checkbox"/> Floors	<input type="checkbox"/> Declutter	<input type="checkbox"/> Lawn games
<input type="checkbox"/> Towels	<input type="checkbox"/> Serving Utensils	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> Serving bowls	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> Tablecloths	<input type="checkbox"/>	<input type="checkbox"/>
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## Day of the Party – Checklist (complete by times)

- \_\_\_\_\_ am/pm - Make Beds
- \_\_\_\_\_ am/pm – Spot Clean Bathrooms/Fresh Towels/Soap
- \_\_\_\_\_ am/pm - Final kitchen cleaning/Fresh Towels/Soap
- \_\_\_\_\_ am/pm - Spot clean common areas/pick up clutter
- \_\_\_\_\_ am/pm - Set up extra tables/chairs
- \_\_\_\_\_ am/pm - Put tablecloths on tables/add decorations
- \_\_\_\_\_ am/pm - Put out serving bowls/utensils
- \_\_\_\_\_ am/pm - Set up drink station area with cups/glasses
- \_\_\_\_\_ am/pm - Food preparation – main and side dishes/appetizers/desserts

## One Hour Before Checklist

- Check on all food prepared ahead – put out non-perishables and prep all perishables and put in fridge
- Final cleaning of kitchen/set up of appetizer and drink stations

## 1/2 Hour Before Checklist

- Put out appetizers and plates/utensils
- Set up drinks and places for main and side dishes/plates/utensils

## After Party Checklist

- Immediately afterwards – put all leftovers (only those safely kept at proper storage temperature) in containers for the fridge or pantry. Clean dishes by hand or in dishwasher.
- Remove tablecloths, clean tables and chairs, put soiled linens in laundry
- Put away extra tables and chairs or set aside to return to owners
- Clean bathroom countertops and floor, put out fresh towels
- Clean kitchen sink, countertops, and floor, put out fresh towels
- Clean common areas – pick up trash, clean floors
- Wipe down all hard surfaces
- Put all towels/linens in laundry and take out the garbage
- Get in the nice bed you made in the morning and get a good night's sleep! You did a great job!