

SMALL DINNER PARTY CHECKLIST

5 steps



1-2 WEEKS BEFORE PARTY

1. MAKE A GUEST LIST

How many people are coming?
Is anyone bringing anything?
Decide on a date time and location.

1-3 DAYS BEFORE PARTY

2. GET AS MUCH DONE AS POSSIBLE

Go grocery shopping.
Prepare your make ahead meal.
Set your dining room table.
Clean the common areas of your house.
Remind your guests of the party.

1 DAY BEFORE PARTY

3. TAKE CARE OF THE OBVIOUS THINGS

Do your guests have directions to the house?
Is there a gate code to get in?
Enough room for parking?
Which door should they enter?

DAY OF THE PARTY

4. MAKE YOUR GUEST COMFORTABLE

Greet them at the door.
Provide a place for coats bags and shoes.
Give them a house tour.
Show them where the bathroom is.
Offer them a drink and a place to sit.

DAY OF THE PARTY

5. MAKE YOUR GUEST FEEL SPECIAL

Room temp, background music, lighting.
Use your best dish/dinner wear.
Consider using linens, candles, glasswear etc.