

# DIANA ELIZABETH

## HOSTESS CHECKLIST



### WEEKS/DAYS PRIOR

- Book window cleaners
- Buy ice
- Plan the menu, know guest allergies/food intolerances
- Menu: \_\_\_\_\_
- Drinks: \_\_\_\_\_
- Allergies/food intolerances: \_\_\_\_\_

### NIGHT BEFORE

- Label serving dishes with Post-its for specific food
- Set the table
- Dust off patio furniture
- Place fresh flowers around the home (powder room)

### MORNING OF

- Front door: clean windows and sweep leaves
- Take out all trash in house
- Clean the microwave
- Fill water pitcher in fridge to chill
- New toilet paper roll in powder bath
- Arrange florals for tablescape



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### 1-2 HOURS BEFORE

- Start music on entertaining rooms Google or play TV (mute)
- Spotify Playlists: Chilled Instrumental, Acoustic Hits, 2000s Throwbacks
- Turn on string lights in backyard, light candles
- Dim indoor lighting, turn on battery operated lights
- Fluff pillows
- Spray counters and linens with linen spray
- Check powder room: clean sink and toilet, disposable hand towels
- Light a candle in the kitchen
- Turn on oven warmer for food
- Unlock front door, place "Please do come in sign" on door
- Set out cocktail napkins, prep appetizer table
- Turn down the temperature
- Open windows and skylights

### 15-30 MINUTES BEFORE

- Fill water glasses, set out drinks, champagne, wine opener
- Restart playlist
- Light the fireplace
- Light a candle in powder room and throughout the house
- Light dining room candles
- Plate food or keep warm in the oven

**Take a deep breath and enjoy your company!**