

Dinner Party Checklist

By Campbell Rodriguez

- 2-3 Weeks Before
 - Decide on a style, theme and type of cuisine for your dinner party.
 - Confirm date and time.
 - Choose a location for the party home or at a restaurant or cafe.
 - Determine an affordable budget if hosting the party at your home.
 - Generate a guest list with consideration of your budget.
 - Develop a party action plan if hosting the party at home.
- 2 Weeks Before
 - Invite your guests by telephone call or send an invitation.
 - If hiring caterers, book their service.
 - Create a contingency plan to bring the party indoors just in case weather isn't permitting (if you are having an outdoors party).
- 1-2 Weeks Before
 - Create a menu relevant to your theme.
 - Test the recipes you a planning to cook on the night.
 - Match wine(s) to the meal.
 - Consider the decor you will be using.
 - Clean any crystal, china, and silverware you'll be using.
 - Shop for a new dinner party set that matches your theme or any decoration accessories that you may require.
 - Create a shopping list.
- 1 Week Before
 - Purchase items off the shopping list for food that can be pre-prepared, beverages for the night and other items that can be stored until the day of the dinner.
 - Pre-prepare foods that can be frozen until the dinner party.
 - Prepare your party clothes.
 - Organise music for the party.
 - Follow up with guests who are yet to RSVP.
 - Create a seating plan if desired.
 - Finalise numbers and make reservations at the restaurant or cafe if you're a having the dinner party outside of your home.

- Day Before
 - Go shopping for fresh food items and ingredients to recipes that a required for cooking on the day/night of the dinner party.
 - Clean house and dinner party area.
 - Designate a place for coats.
 - If having the dinner party at a restaurant or cafe, confirm attendance with your guests.
 - Prepare your clothes for the day - wash and iron.
- Day of the Dinner Party
 - Buy fresh flowers.
 - Set table with linen, crockery, cutlery and glassware.
 - Set up stereo in a location where the dinner party table will be able to hear the music.
 - Quick check to make sure the house is clean.
 - Check bathrooms for fresh towels/soap.
 - Start cooking meals in the afternoon that can be reheated later and still taste excellent.
 - Give yourself an hour to get ready and relax with a glass of wine before your guests arrive.
 - Start music before first guest arrives.
 - Ensure that guests are introduced to one another.
 - Enjoy your cooking and great company.
 - Clean up once all guests have left.