

Houseguest Prep Checklist

By Nicole Nichols-West

- Before Guests Arrive
 - Have a spare key prepared.
 - Invest in an inflatable air mattress, if you don't have a spare bedroom.
 - Be sure the bed is made, with clean, fresh bed linens.
 - Gather extra pillows and blankets.
 - Make room in a closet.
 - Arrange fresh towels, linens and toiletries are the basic essentials.
 - Stack the bedside table with magazines and paperbacks.
 - Put together a list of emergency contacts in case something happens while you're out.
 - Write down household instructions.
 - Clean up your house.
 - Vacuum the carpet or floor thoroughly.
 - Before your house guests arrive, ask if they have any food allergies.
 - Think about what guests might want to do when they visit.
- Having Guests
 - Receive them warmly.
 - Invite them to help themselves to any food or drink you have available.
 - Keep your house guests in mind when shopping for food and drinks.
 - Tell them about your meal plans and timetable.
 - Make sure they understand they are free to walk about the house and grounds at any time.
 - Ask each guest to think of what you can do to make her stay more pleasing.
 - Leave magazines, newspapers, and videos in an area that's easily accessible.