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.