Dinner Party Checklist

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# Tasks:

☐ **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 of 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.**