

# 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 are 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 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.