

## Dinner Party Checklist

# PARTY TIME

### ONE MONTH PRIOR

*Pick a theme* \_\_\_\_\_

*Pick a date and time* \_\_\_\_\_

*Invite guests* \_\_\_\_\_

*Buy decorations* \_\_\_\_\_

*Order specialty foods* \_\_\_\_\_

*Start a to-list and meal plan* \_\_\_\_\_

### 1 WEEK PRIOR

*Get a final head count* \_\_\_\_\_

*Shop for non-perishable items* \_\_\_\_\_

*Deep clean home* \_\_\_\_\_

*Wash and iron linens* \_\_\_\_\_

*Warn neighbors of upcoming party* \_\_\_\_\_

*Order flowers* \_\_\_\_\_

### DAY BEFORE

*Clean home with Bona® Quick Clean Kit* \_\_\_\_\_

*Sweep front walkway* \_\_\_\_\_

*Grocery shopping* \_\_\_\_\_

*Set up decorations and table* \_\_\_\_\_

*Cook anything possible ahead of time* \_\_\_\_\_

*Pick up any special orders* \_\_\_\_\_

### DAY OF PARTY

*Complete any last minute tasks* \_\_\_\_\_

*Get ready* \_\_\_\_\_

*Begin cooking 2 hours before guests arrive* \_\_\_\_\_

*Set up beverage station 20 minutes prior* \_\_\_\_\_

*Start with cocktail hour* \_\_\_\_\_

*Serve appetizers 30 minutes and dinner 1 hour* \_\_\_\_\_

*Finish with dessert and cocktails* \_\_\_\_\_

### MISCELLANEOUS TASKS

*Take clothes to dry cleaner* \_\_\_\_\_

*Complete any household repairs* \_\_\_\_\_

*Have fun and take time to socialize with friends* \_\_\_\_\_

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