



# PLANNING A DINNER PARTY

## *A Handy Checklist for Planning that Special Event!*



### ONE WEEK PRIOR:

- Plan who you want at your event - invite guests you know will get along
- Invite your guests - give a date, time & place, and what they can bring

### FOUR DAYS PRIOR:

- Decide on a theme (if you want one)
- Plan your menu- entree, mains and dessert
- Check inventory - do you have enough glasses, plates etc.
- Write out a thorough shopping list

### THREE DAYS PRIOR:

- Head to the supermarket & get as much produce as you can - vegetables, and pantry items. Meat should be bought 1 day prior for freshness
- Do a big clean of the house - then maintain tidiness in days leading up to party
- Make a kick ass playlist your guests will love!

### TWO DAYS PRIOR:

- Organise a cooking schedule - plan out exactly what time each items goes in the oven & have a plan of what time you want to eat
- Complete a mini clean
- Make two batches of ice

### ONE DAY PRIOR:

- Finish last minute shop for forgotten items
  - Last house clean - make sure dishes are clean & ready to go
  - Chill wine, beer and soda
  - Make another two batches of ice
  - Start getting decorations organised
  - Start any food prep - chopping, marinades, desserts or anything else you can do
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### THE MORNING OF:

- Do one last quick clean up of your place
- Set aside cutlery & crockery you'll be using for the night
- Last minute shop for forgotten items
- Start preparing food you can make ahead of time like marinades or salads

### TWO HOURS BEFORE:

- Last sweep of home to make sure everything is tidy and organised
- Set the table for guests
- Start majority of food prep - anything you can to get yourself organised

### 60 MINUTES BEFORE:

- Last minute main, entree, and dessert preparation
- Place any items in oven that need longer than 1 hour to cook
- Empty dishwasher/last minute dish clean & tidy up kitchen
- Get yourself ready & cleaned up!

### 30 MINUTES BEFORE:

- Last minute dinner preparation
- Uncork wine
- Toss salad, put out entree if you can
- Pump the tunes
- Pour yourself a drink
- Sit back and relax! Everything will be fine!

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