

## Entertaining **ESSENTIALS**

### ■ Party planning timeline

#### Six to eight weeks ahead:

- Book the party
- Send save-the-dates
- One month ahead:
- Mail invitations
- Plan menu
- Purchase accessories, tableware (or book rentals)

#### One to two weeks ahead:

- Purchase remaining decorating items
- Create music play lists
- Confirm tableware rental pickup date
- Order any takeout or catered food items
- Purchase beverages

#### One day before:

- Pick up rental tableware
- Purchase flowers/floral arrangements
- Purchase food, ice, grocery items
- Prepare any dishes that can be prepped beforehand
- Tidy house (or save time by hiring cleaning service)
- Set out fresh hand towels in powder room and bathroom

#### Morning of party:

- Set up tables with tableware, floral arrangements, drink stations
- Remind helper of their duties

#### Last minute prep:

- Get dressed!
- Light candles
- Prepare and plate warm food items
- Set out cold bottles on ice
- Smile, welcome guests!

