

Awesome Dinner Party Checklist

3-4 Weeks Before:

- ☐ Choose a theme.
- ☐ Create a guest list and send invitations.
- ☐ Decide on your budget.
- ☐ Plan your menu and cooking schedule.
- ☐ If you don't want to cook, make catering arrangements or opt to do a potluck.
- ☐ Make sure everyone has a place to sit. If not, arrange to rent or borrow extra seating.
- ☐ Think of fun ways to liven up the party (ex. A silly game, a competition, a fire pit to sit around and make s'mores etc.)
- ☐ Plan your decorations, if any.
- ☐ Decide on your party favors, if any.
- ☐ Make a shopping list of everything you need.
- ☐ Create a timeline of events (ex. Drinks and chatting, dinner, game, dessert)

Week of:

- ☐ Get ice - lots!
- ☐ Stock up on beverages.
- ☐ Get plastic bags or throwaway containers if you want your guests to take home leftovers.
- ☐ Buy everything on your shopping list.
- ☐ Prepare any dishes that can be frozen and reheated the day of.
- ☐ Put extra toilet paper in the bathroom.
- ☐ Double check that you have enough plates, utensils, serving pieces etc.
- ☐ Choose your party playlist.
- ☐ Create place cards.
- ☐ Give your neighbors a heads up if it's going to be loud or lots of people will be parking on the street.

Day of:

- ☐ Make a coat area.
- ☐ Do you want people to take off their shoes? Make a sign and put it by the door.
- ☐ Clean and decorate the party area.
- ☐ Make sure the guest bathroom is well-stocked.
- ☐ Have extra trash cans/bags ready.
- ☐ Prepare the meal early so you're free to greet guests.
- ☐ Set the table.
- ☐ Review your RSVP list and put the most outgoing people in the middle of the table.
- ☐ Have games and other entertainment easily accessible.
- ☐ Set out drinks and snacks for guests when they arrive.

Extra Resources to Make Your Party Awesome

- Afraid of awkward silences? Try a few interesting conversation starters your guests don't run out of things to talk about.
- Don't know how to entertain your guests? Try a fun or quizzical board game to get to know your attendees.
- Does your mind go blank when you have to give a toast? Start with a fun or daring hook to perk your listeners up.
- Are you prone to last minute clothing mishaps? If you get deodorant on your shirt or dress, use a dry sponge to remove the stain!
- If you're prone to awkwardness but still want to have a party, fear no more. Practice expansive body language to feel more confident and in control.