



Sample Checklist

Inside

- Clean house the day before party (or schedule a cleaning service)
- Make sure each bathroom has toilet paper, including an extra roll.
- Place clean hand towels (or use paper towels) in the bathroom(s). If paper towels, make sure there is a wastebasket and empty it often.
- Fill hand soap dispensers in the bathroom(s)
- Take out the kitchen trash; place extra trash bags in the trash can/compactor for a quick change.
- Make space in the foyer closet for guests' coats and add extra hangers, or rent a storage rack with hangers.
- Close doors to the rooms that guests should not enter
- Tape down exposed wires
- Clear off coffee and side tables, and other areas where mail, books and keys tend to pile up
- If you have pets, consider securing them in a room, out of danger, during the party and put their toys and food bowls away if young children will be at the party.

Outside

- Review parking options; if parking is limited or challenging for guests, consider hiring a valet company to either park cars or direct traffic.
- Make sure there is sufficient lighting outside for guests to walk safely to and from their car, or to walk around the deck/patio, especially if there are stairs.