

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.