



# Ultimate Hostess Checklist

[www.sixthbloom.com](http://www.sixthbloom.com)

This can vary if you are hosting overnight guests, daytime or party guests. Feel free to tweak it to your needs!

## 2-3 Weeks

1. Create a meal plan
  - Select recipes
  - Create a Grocery List
  - Assign dishes if guests have offered
2. Purchase non- perishable foods/items

## 1-2 Weeks

1. Overnight Guests
  - Access beds, bedding and pillows
  - Access bath towels, hand towels & wash cloths
  - Purchase extra toiletries, paper towels & toilet paper
  - Have sleeping arrangements decided
2. Talk to your Overnight Guests
  - The accommodations
  - Meals you'll be having (incase of allergies!)
  - Specials items they may need upon arriving
3. Think through planning
  - Think of activities that need to be planned for
  - Any decorating you need to do
  - Arranging of your home that fits needs better

# 1 Week

## 1. Cleaning/ Preparing

- Clear Counters in Kitchen
- Sweep/ Mop floors
- Clean out refrigerator
- Dishwasher emptied
- Dishes for enough guests
- Food/Snacks/Beverages
- Paper goods
- Clean Bathrooms
- Make sure extra Toiletries or accessible
- Clean Towels
- Hand soap is topped off

## 2. Purchase Groceries

- Check your list and purchase the perishable foods and additional items you need for guests

# EXTRAS!

## 1. Extras

- Wi-Fi password handy for guests
- Charging space for their electronics
- Fresh Flowers in your home is always a nice touch and plus!