Simple Hosting Essentials Checklist For First-Time Entertainers

VENUE & DATE

- ◯ CHOOSE VENUE
- ◯ CONFIRM AVAILABILITY
- ◯ CHOOSE EVENT TIME AND DATE (2 WEEKS AFTER TODAY)
- ◯ BOOK VENUE (IF NEEDED)

THEME

- ◯ CHOOSE A THEME

INVITATIONS

- ◯ CHOOSE INVITE TYPE (SMS/E-VITE)
- ◯ DECIDE ON (POT-LUCK) OR SELF -MADE MEALS/DRINKS
- ◯ ASK ALLERGIES , ADD DATE , TIME AND VENUE, RSVP
- ◯ INFORM GUEST ON ALLERGY LIST AFTER RSVP (IF POT-LOCK'

GUEST LIST

- ◯ CHOOSE 5-10 GUESTS
- ◯ SEND OUT INVITES
- ◯ CHECK RSVPS AFTER 1 WEEK

MENU & FOOD

- ◯ MAKE MENU (APPETISERS , MAIN COURSE,DESERTS,DRINKS)
- ◯ WRITE DOWN INGREDIENTS AND SAVE RECIPIES
- ◯ OPTIONAL: CREATE DIY MENU
- ◯ BUY WATER AND ICE

ACTIVITIES & DECOR

- ◯ CHOOSE 3 THEME BASED ACTIVITIES
- ◯ PICK SETUP INSPO AND ORDER THEME DECOR
- ◯ ORDER ESSENTIALS ; TISSUE, DISPOSABLE CUTLERY, PLATES AND CUPS (DOUBLE THE GUEST NUMBER)

CLEAN UP

- ◯ BUY TRASH BAG
- ◯ CREATE CLEAN UP TIME AND STRATEGY
- ◯ GET FOOD PACKS