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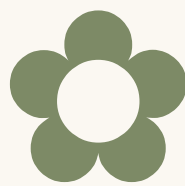
YOUR FREE PRINTABLE

Event day checklist



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E V E N T D A Y

host checklist

Venue / home · Clean and tidy: ☐ Guests' coats area: ☐
Bathrooms stocked: ☐

Food · All prepared / ordered: ☐ Serving dishes ready: ☐ Dietary
needs noted: ☐

Drinks · Chilled: ☐ Glasses out: ☐ Ice: ☐ Non-alcoholic option: ☐

Decorations · Balloons: ☐ Flowers: ☐ Table set: ☐

Music · Playlist ready: ☐ Volume tested: ☐

Children / pets · Arrangements made: ☐

You · Ready with time to spare: ☐ Relax and enjoy it: ☐

T H E B E S T H O S T I S A P R E S E N T H O S T —
N O T A S T R E S S E D O N E

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