

Easy Entertaining Planner

Date:

Guests:

Theme/Event:

Menu

4 weeks prior

- Invite guests and organise gifts (if applicable)

2 weeks prior

- Verify RSVPs
- Determine if any food allergies or specific food issues to be aware of
- Select menu
- Start any DIY table decorations
- Order meat or other items if req.

1 week prior

- Wrap gifts and set aside
- Create shopping list and purchase
- Any pantry items (not fresh items)
- Do a plate/glass/cutlery check for
- Numbers
- Plan any activities for kids

2 days prior

- Grocery shop for fresh items and drinks
- Clean house
- Finish table decorations
- Double check you have all ingred.
- Incl. foil, cling wrap etc

1 day prior

- Cook/prepare any food that will be served cold (not salads with green leaves)
- Marinate any foods that require marinating
- Make any frozen foods – eg: ice-blocks or ice cream
- Get out all plates and decorating items
- Wash platters and boards to be used for serving
- Wash and chop vegetables and salad ingredients to be used. Return to fridge

Cooking/Prep Schedule

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.

The Day – Checklist

- Based on serving time of main meal use Schedule above to list order of preparation and cooking
- Get all required cooking equipment
- Put drinks in fridge
- Have the children set up toys/activities they will be using
- Commence food preparation/cooking
- Get out condiments, cutlery and serving utensils
- Get out plates, glasses, napkins and platters/plates for serving
- Set table
- Clean as you go
- Put on dishwasher, empty bins
- Final tidy of key areas of home
- Get yourself ready and relax and enjoy