

## PRE-PARTY TO-DO CHECKLIST

### IN THE ENTRYWAY (two days before)

- Make sure that front porch light & door bell are functional
- Remove all extra papers & mail from tabletops
- Dust surfaces with Swiffer duster
- Clear closet to make room for guest coats & purses

### IN THE DINING ROOM (day before)

- Put away any items in this space that don't belong
- Launder holiday linens & cloth napkins with Tide Advanced Power
- Set and decorate dinner table

### IN THE FAMILY ROOM (day before)

- Clear spaces and put away any unnecessary items like papers or magazines
- Dust surfaces
- Set out coasters on table tops for drinks
- Use Mr. Clean Magic Eraser on any wall smudges or grimy door frames
- Vacuum carpet and rugs
- Arrange plenty of seating around the room; bring in extra chairs if necessary

### IN THE BATHROOM (morning of)

- Clean toilets, sinks & mirrors
- Place a stack of hand towels on the counter (freshly tumble dried with Downy)
- Restock Charmin toilet paper & feminine hygiene products, like Always & Tampax under the sink
- Place Febreze Air Effects in prominent location

### IN THE KITCHEN (day before & just before party starts)

- Wash special occasion dishes by hand with Dawn Platinum Advanced Power
- Machine wash dishes with Cascade. Empty dishwasher so it's ready to reload with dirty plates and silverware after the meal.
- Restock dish towels laundered with Tide Advanced Power
- Sweep and mop floor
- Wash pots & pans from meal prep if you have time. Otherwise load into empty dishwasher or fill sink with hot soap water to soak them.
- Use Bounty paper towels on counter tops just before guests arrive for quick clean up