

Open House Checklist

- Make a guest list–check with priority guests as to available dates (2-6 months ahead)
- Decide on a date and location, reserve if necessary
- Send invites (2-4 months ahead)
- Plan menu–think about whether people will be sitting or standing, plan easy to eat foods
- Plan decor and activities
- Order, purchase (or borrow) supplies–tables and chairs, decorations, tablecloths, picture frames, customized napkins, coffee and tea supplies, plates and cups etc...
- Make any photo boards or centerpieces, and fill picture frames
- Arrange for others to help the day of–preparing and serving food, taking pictures, cleaning up etc...
- In the week of and day/s before–prepare, order and purchase food
- The day before–set up ahead of time as much as is possible
- The day of–Set up, greet guests and have fun