To Do List for Parties

Two Weeks Out

Guest Bedrooms -

B&W Country sheets

B&W Country guest baskets Wipe up Laundry Room

B&W Country towels & wash cloths Weed whack

B&W Country tidy Clean Columns

B&W Country dust Sweep Garage

B&W Country swiffer

Bathrooms

Guest Mstr clean

Guest Mstr soap

Guest Mstr hand towels

Guest Mstr toilet paper Order any food?

Guest Mstr empty trash

Guest Mstr feminine products Mow – Call on Monday

One Week Out

Front Porch: Clean door/entry

Outdoors: any weeding or cleaning?

Powder room: clean, soap, hand towels, toilet paper, feminine products

Set Up

furniture – bring down from loft Check closet for party stuff-lights, etc.

DR Kitchen Pub dust Check pub clocks for correct time

DR Kitchen Pub swiffer Make menu labels

DR Kitchen Pub tables Wine tasting set up

DR Kitchen Pub chairs Wine tasting print outs

DR Kitchen Pub mat/pad/tablecloths Wine tasting prizes

Day Before Day Of

Canopy and umbrellas Hammock

Trash can with liner

Aggie, Magellan chairs, green table/chairs (tablecloth) under big oak; horse shoes to left

Boules, basket o’ toys, golf

Wash/sweep porch, rinse off plastic chairs

Ice chests and round table along left wall

Square table, 2 good chairs by door on kitchen wall

2 long tables = 1 long with plastic and metal chairs, leftover good chairs (start under fan, clearing pub door)

Quick Swiffer of downstairs Empty trash

Store – bags of ice Ice beer/chill wine

Beer signs, tablecloths, candles on porch

Remote at gate “Please come in” sign on doorbell

Porch:

furniture – move off; Coolaroos to garage

fountain cleaned

Kitchen:

Plates, napkins, utensils

Ice Bucket, wine bottle tags

Towel: wine, cups, liquor, sangria

Snow cone set up – Where to put it? Machine + syrup + liquor + plenty of ice