

HOLIDAY HOSTING CHORE CHART

EVENT: _____ DATE: _____ HOST: _____

1 WEEK BEFORE: PREPARATION

Plan Menu & Shop List

Clean Guest Linens/Towels

Declutter Common Areas

Polish Silver/Glassware

3 DAYS BEFORE: HEAVY LIFTING

Grocery Shopping Trip

Deep Clean Bathrooms

Vacuum/Mop Floors

Prep Make-ahead Dishes

DAY OF: FINISHING TOUCHES

Set the Table/Buffer

Empty All Trash Bins

Final Kitchen Wipe-down

Light Candles/Music On

POST-EVENT: RECOVERY

Load/Run Dishwasher

Pack & Label Leftovers

Spot Clean Spills

Laundry (Napkins/Tablecloths)

NOTES & SPECIAL ASSIGNMENTS