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EVENT RENTALS

Your Guide to *Holiday Hosting*

A stress-free guide to celebrating the season

Hosting during the holidays should feel joyful, not overwhelming. Whether you're planning a cozy dinner with close friends or a festive open house, the secret to a smooth celebration is all in the preparation. This holiday hosting checklist covers every detail—from luxe linens, tabletop styling, and serving pieces to lighting and all the practical essentials, like trash bins, ice chests, and more—so you can create a warm, memorable gathering with ease.

Your Ultimate Holiday Hosting Checklist

More Than One Week Before

- [ ] Finalize your guest list and send out invitations.
- [ ] Plan your menu, including appetizers, main courses, desserts, and beverages.
- [ ] Determine your rental needs based on your guest count and entertaining space.
- [ ] Select your luxe linens, dinnerware, glassware, flatware, serve ware, and tabletop accessories.
- [ ] Plan your table setting.
- [ ] Consider any additional tables, chairs, lounge furniture, bars, or specialty pieces needed to comfortably accommodate guests.
- [ ] Reserve the practical essentials that make hosting easier, including ice chests, trash bins, beverage tubs, and other event necessities.
- [ ] Consider lighting, heaters, tents, or other comfort-focused rentals if you'll be entertaining outdoors.
- [ ] Plan your playlist or background music.
- [ ] Confirm rental delivery or pickup details and review your order to make sure you have everything you need.

One Week Before

- [ ] Shop for non-perishable groceries, beverages, and other essentials.
- [ ] Clean and declutter your home, paying special attention to guest-facing spaces.
- [ ] Confirm your menu and create a final shopping and prep list.
- [ ] Plan any make-ahead dishes or components.
- [ ] Double-check quantities for glassware, dinnerware, flatware, seating, and serving pieces based on your final guest count.
- [ ] Make sure you have plenty of ice storage, trash and recycling capacity, serving pieces, and beverage supplies for the size of your gathering.

The Day Before

- [ ] Purchase fresh ingredients and any last-minute items.
- [ ] Receive or pick up rental items and organize them by area.

- [ ] Set the table and don't forget the finishing touches.
- [ ] Arrange additional tables, chairs, lounge furniture, and entertaining areas.
- [ ] Set up your bar or beverage station and begin chilling drinks.
- [ ] Position ice chests, trash bins, and recycling bins in convenient but discreet locations.
- [ ] Designate an area for guests' coats and bags.
- [ ] Prepare any dishes that can be made in advance.
- [ ] Tidy guest bathrooms and provide fresh towels.
- [ ] Plan your outfit so it's one less thing to think about on the day of the party.

Day Of the Event

- [ ] Finish cooking and preparing food.
- [ ] Add ice to beverage stations and stock bars, coolers, and ice chests.
- [ ] Set out appetizers, serving pieces, and any final tabletop details.
- [ ] Light candles and adjust lighting to create a warm, festive atmosphere.
- [ ] Turn on your playlist before guests arrive.
- [ ] Greet guests with a drink and enjoy the party.
- [ ] Replenish food, beverages, ice, and serving pieces as needed.
- [ ] Keep trash and recycling areas tidy throughout the gathering.
- [ ] Most importantly, enjoy your guests and the beautiful space you created!

After the Party

- [ ] Clear tables and store leftovers properly.
- [ ] Dispose of trash and recycling.
- [ ] For rented china, glassware, and flatware, skip the dishes! Simply scrape away food and return the items to their designated rental racks or bins according to your rental provider's instructions.
- [ ] Gather linens and rental items together for an easy return or pickup.
- [ ] Take care of any spills or messes that need immediate attention.
- [ ] Thank guests for coming via email, text, or a handwritten thank-you note.
- [ ] Relax and enjoy the afterglow of a successful gathering.

The Day After

- [ ] Return any borrowed items.
- [ ] Prepare rental items for their scheduled pickup or return, following your rental provider's instructions.
- [ ] Do a final sweep for any rental pieces that may have migrated throughout the house.
- [ ] Put your feet up—you hosted beautifully!

Enjoy the Holidays!

With this checklist in hand, you're well-prepared to host a memorable and stress-free holiday gathering. Remember to enjoy the process and create lasting memories with your loved ones. Happy Holidays!