



GUIDE TO HOLIDAY HOSTING



Your stress-free guide to celebrating

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 tabletop styling and serving pieces to lighting, trash bins, and timing, so you can create a warm, memorable gathering with ease.

Your Ultimate Holiday Hosting Checklist

Three Weeks Before

- Finalize guest list and send out invitations.
- Plan your menu, including appetizers, main courses, desserts, and beverages.
- Shop for non-perishable groceries and drinks.
- Decide on your table setting, including linens, dinnerware, and centerpieces.
- Place your rental order with Bright.
- Clean and declutter your home, paying special attention to guest areas.
- Plan your playlist or background music.
- Prepare any make-ahead dishes
- Plan your outfit.

1-3 Days Before

- Purchase fresh ingredients and any last-minute items.
- Pick up items will-call items from Bright.
- Set the table and arrange centerpieces.
- Prepare any dishes that can be made in advance.
- Chill drinks and set up the beverage station.
- Designate an area for coats and bags.

- Tidy up guest bathrooms and provide fresh towels.

Day Of the Event

- Finish cooking and preparing food.
- Set out appetizers and snacks.
- Greet guests as they arrive and offer them drinks.
- Keep an eye on the food and replenish as needed.
- Ensure music is playing and the ambiance is festive.
- Engage with your guests and enjoy the party!

After the Party

- Clean up any spills or messes.
- Rise dishes, and pack back in racks.
- Dispose of trash and recycling.
- Store leftovers properly.
- Thank guests for coming.
- Relax and enjoy the afterglow of a successful event.

Day After the Event

- Return any borrowed items.

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!



GUIDE TO HOLIDAY HOSTING

Your stress-free guide to celebrating



How to Rent for Your Holiday Event: A Simple Step-by-Step Guide

Planning your holiday celebration just got easier. Whether you're hosting a cozy dinner or a festive gathering, renting your tabletop, seating, and décor is the fastest way to elevate your look without stress. Here's how the process works from start to finish:

1. Choose Your Look

Select the tabletop pieces, linens, chairs, and décor that match your holiday style. Need help visualizing it? Visit one of our showrooms or browse our online catalog for inspiration.

2. Reserve Early

Holiday season = peak demand. Reserving early ensures the best selection and availability.

After placing your order:

- **Confirm your event at least 10 days before** your pick-up or delivery date.
- **Any reductions in guest count or rental quantities must be made no later than 3 days before** pickup or delivery.

These steps help our team prepare your order accurately and ensure everything arrives exactly when you need it.

3. Pick Up or Schedule Delivery

Choose the option that fits your event:

- **Pick-Up:** Great for smaller gatherings or flexible timelines. Our Will Call team will have everything packed and ready.
- **Delivery & Setup:** Ideal when you want everything handled for you — we'll deliver, place, and set items right where you need them.

Tip: Download the **Bright App** to track your delivery and pickup in real time.

4. Host Your Party: No Washing Required

Enjoy your celebration! When you're done:

- Place linens in the return bags provided
- Set glassware upside-down in racks
- Gather items for pickup

No washing, polishing, or deep cleaning needed; we take care of that part.

5. Return or Arrange Pick-Up

After the party, return our items to will-call or let us handle pick-up.

Our team makes wrap-up quick, efficient, and stress-free.

GUIDE TO HOLIDAY HOSTING

Your stress-free guide to celebrating

Practical Reference Tools for Stress-Free Holiday Hosting

Make planning easier with a few quick-reference tools pulled straight from our Bright Planning Guide. These handy charts help you choose the right linens, tables, glassware, and seating for any size celebration.

1. Linen Sizing Chart

Make sure every table is perfectly dressed with the right linen size. Scan or click the QR code for our complete planning guide with sizes.



2. Glassware Guide

Wondering how many glasses you need? Use these quick counts to keep your bar fully stocked and your guests happy:

How many glasses per guest?

- **Wine:** 2–3 glasses per guest
- **Champagne:** 1–2 glasses per guest
- **Water:** 1 glass per guest
- **Cocktails/Highball:** 1–2 per hour
- **Punch/Coffee:** Plan based on service style

Tip: For cocktail parties, allow **1–2 glasses per guest** overall because guests reuse fewer glasses.

3. Chair & Table Cheat Sheet

Use this simple guide to determine how many guests you can seat at popular table sizes.

Round Tables

- **60" Round:** Seats 8–10 guests
- **72" Round:** Seats 10–12 guests
- **48" Round:** Seats 4–6 guests (great for intimate dinners)

Rectangular Tables

- **6' Banquet Table:** Seats 6–8
- **8' Banquet Table:** Seats 8–10

Tip: Always allow **30 inches between tables** for comfortable seating and easy walking paths.



GUIDE TO HOLIDAY HOSTING



Your stress-free guide to celebrating

Don't Forget This! The Final Holiday Hosting Checklist

Even the most organized hosts forget a few essentials during the holiday rush. Before your guests arrive, use this quick, one-page checklist to make sure you have everything you need for a smooth, stylish, stress-free celebration.

Complete Place Setting Checklist

Make every seat feel intentional and complete with a fully built-out place setting.

China

- Charger
- Dinner Plate
- Salad Plate
- Bread & Butter Plate
- Dessert Plate

Glassware

- Water Glass
- Wine Glasses

Flatware

- Salad Fork
- Dinner Fork

- Dessert Fork
- Dinner Knife
- Salad Knife
- Bread & Butter Knife
- Spoon

Dining & Serving Essentials

These items are frequently forgotten but make hosting significantly easier and elevate the dining experience.

- Serving Tongs, Spoons, and Forks
- Serving Bowls & Platters for sides, mains, salads, and desserts
- Breadbaskets
- Ramekins or Small Bowls for sauces, dips, spreads, and butters
- Carafes for water, tea, juice, and batch cocktails
- Gravy Boats for gravy, dressings, and warm sauces
- Chafers to keep food warm for leisurely meals and second helpings
- Buffet Risers to create height and improve your serving layout
- Beverage Tubs & Dispensers for chilled wine, punch, cider, or flavored water
- Ice Chests for extra ice, cold dishes, or overflow refrigeration
- Coffee Urn or Insulated Pitcher for after-dinner coffee or tea
- Coffee Cups & Saucers (most homeowners don't have enough matching sets)
- Table Card Holders for name cards or menu labeling
- Hobnail Jars for small floral arrangements
- Kids' Furniture for the little ones' own special holiday moment

GUIDE TO HOLIDAY HOSTING

Your stress-free guide to celebrating

Household Hosting Must-Haves

These are the “you’ll wish you had them” items every host should double-check:

Ambiance & Setup

- Additional lighting (lamps, string lights, dimmers)
- Candles + lighters or matches
- Centerpieces and table décor
- Background music or playlist ready

Kitchen Prep

- Extra trash bags
- Aluminum foil, plastic wrap, parchment, and storage containers
- Oven mitts and trivets
- A clean, sharpened chef’s knife
- Cutting boards
- Clean towels and washcloths

Bar & Beverage Station

- Wine opener + bottle opener
- Cocktail napkins
- Ice scoop or tongs
- Extra wine and water glasses (guests often misplace them)

For Guests

- Coat + bag drop area
- Bathroom stocked with soap, hand towels, room spray, and extra toilet paper
- A few backup chairs or small stools
- Small trash bin for the bathroom

For After the Party

- Large containers for leftovers
- Space cleared for rentals to be packed up
- Linens placed in Bright’s return bags
- Glassware placed upside-down in racks
- All Bright items gathered for next-day pickup or return

Final Host Tip

Do a 10-minute walkthrough before guests arrive. Adjust lighting, start the playlist, refresh hand towels, light candles, fill water carafes, and pour yourself a drink. You’re ready to host your best holiday yet.