

# HOSTESS COUNTDOWN

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Whether you're hosting an afternoon shower for a special occasion or just a summer supper for family and friends, Lolli and Me has you covered with some general planning tips to create exceptional memories for your guests. You can find the complete list at [weddingcollective.com/2017/hostess-countdown](http://weddingcollective.com/2017/hostess-countdown). Here are just a few of their best tips:

## 2-3 WEEKS OUT:

- Personalize whatever you can for that particular occasion! Order monogrammed cocktail napkins or hand towels by the sink in your powder room to add a memorable touch. It shows forethought and intentionality. One of our favorite signatures for a baby or bridal shower is monogrammed floral wreaths on the door to greet guests. This offers a great first impression.
- Think about your menu! Having a "theme" can help: Tex-Mex fiesta, Southern supper, Italian night, finger foods, "sugar and spice" or build around whatever your go-to specialty may be! We love throwing together a lavish cheese tray to greet guests. It's beautiful for any occasion and is something people feel comfortable nibbling on right away.

## 1 WEEK OUT:

- Follow up on RSVPs to get an accurate headcount if a large number of guests have not yet responded. If you are hosting a more intimate group for a sit-down dinner, always use place cards to ensure a flowing conversation. Guests enjoy being directed where to sit, and you have the opportunity to think through arranging seating so that everyone has the best time!

- Communicate with the guests of honor to let them know how excited you are to celebrate them next week. This is a good time for them to tell you of any relevant RSVP responses they have personally received.

## DAY BEFORE:

- Confirm schedule for the event with any co-hostesses and vendors. Remind them of the window during which you prefer they arrive to set up.
- Run the majority of your errands for the event today rather than waiting until the last minute. Check that list off!
- Set your table and lay out serve ware. Doing this step ahead of time makes the day of your event run so much more smoothly!

## DAY OF:

- Get yourself ready first thing, so you do not feel like you're scrambling to put on mascara or choose an outfit as guests are arriving!
- Be relaxed! The hostess sets the tone for the event, and if you are stressed, others will feel it. Your hard work has paid off, so now just do your best to smile, and HAVE FUN (while, of course, remaining attentive to your guests)!

