

CREWMEN  
& Co.

PARTY CHECKLIST

## 1 Month Before:

- Choose the theme of the party you want
- Set the date
- Prepare your guest list
- Send invitations, or call guests to invite them

## 3 Weeks Before:

- Choose the menu; organize recipes for easy reference
- Create a timeline for preparing your hors d'oeuvres; warm dishes last
- Make lists of the ingredients you need to buy
- Try any new recipes
- Arrange to borrow, rent, or buy serving pieces and other items that you might need, such as platters, glasses, flatware, or table linens
- Hire a **CREWMEN** (or two) to bartender and waiter

## 2 Weeks Before:

- Purchase wine and liquor, and arrange to have cases delivered to your home
- If you're throwing a potluck, or if friends have offered to bring something, let guests know what to make
- For formal dinners set the table, as a trial run, to make sure you have all the dishes and serving utensils you'll need

## 1 Week Before:

- Call or e-mail guests who have not yet RSVP'd to see if they plan to attend, and also follow up with guests who have offered to bring a dish
- Make space in the refrigerator or freezer so you'll have room to store groceries
- Prepare recipes that keep well frozen up to a week

## 3 Days Before:

- Purchase all remaining non-perishables

## 2 Days Before:

- Wash serving pieces, plates, flatware, and glasses, and polish if necessary
- If using cloth napkins or tablecloths, iron them
- Place frozen food in the refrigerator to defrost overnight

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## 1 Day Before:

- Purchase any perishables, such as salad greens, fresh bread, and seafood
- Pick up fresh flowers (or have them delivered)
- Assemble any foods that can be made in advance
- Wash and prepare salad greens and other vegetables. Refrigerate all separately, in airtight containers

## 4 to 7 Hours Before:

- Set up the bar, if it isn't already done
- Cover tables or other surfaces
- Buy ice; prepare garnishes

## 2 to 4 Hours Before:

- Chill wine and sparkling wine
- Finish preparing food

## 1/2 Hour Before:

- Let our CREWMEN take care of the rest...