

Guest RSVP Register

Use one row for each entry and update it when details change.

Guest	Reply	Party size	Dish offered	Contact



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Potluck Contribution Chart

Use one row for each entry and update it when details change.

Dish	Brings it	Serves	Needs oven	Arrival

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Food Needs and Label Log

Use one row for each entry and update it when details change.

Guest	Food need	Dish	Label ready	Notes

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Serving Piece Inventory

Use one row for each entry and update it when details change.

Dish	Platter or bowl	Serving tool	Owner	Return

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Seating and Accessibility Notes

Use one row for each entry and update it when details change.

Guest	Seat area	Mobility need	Child seat	Notes

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Make-Ahead Kitchen Schedule

Use one row for each entry and update it when details change.

Task	Do on	Time needed	Fridge space	Done

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Guest Room Ready Checklist

Tick each completed task and add your own steps on the spare lines.

Bedding

- [ ] Wash linens
- [ ] Make beds
- [ ] Set extra blanket
- [ ] Clear a drawer
- [ ] _____
- [ ] _____

Bathroom

- [ ] Put out clean towels
- [ ] Refill soap
- [ ] Check night light
- [ ] Set spare toiletries
- [ ] _____
- [ ] _____

Arrival

- [ ] Confirm arrival time
- [ ] Share parking note
- [ ] Leave house key
- [ ] Check heating
- [ ] _____
- [ ] _____

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Hosting Week Planner

Add dates to the seven day boxes and use the side panels for extra notes.

Week of: _____

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Food prep

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Guest messages

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

House tasks

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

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After-Party Return Log

Use one row for each entry and update it when details change.

Item	Owner	Stored where	Return date	Done

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Hosting Tasks Tracker

Write the month, then mark a box on each day you complete a routine.

Month: _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Confirm guests	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Check supplies	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Clear counter	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Empty bins	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Set table	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Notes

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