

5 Minute Party Preparation Checklist

1:00-2:30 Sweep or Vacuum

- Do a quick sweep or vacuum of the area where most people will congregate
- Goal: Pick up the large pieces of "stuff" from your floor

2:30-3:00 Clean Off Counters

- Stash dishes in the dishwasher, oven, or refrigerator
- Hide piles of paper in a drawer
- Put non-kitchen items in a closet or pantry, then close the door
- Goal: Make your surfaces clear

3:00-4:00 Clean The Most Used Bathroom

- Take one Clorox wipe and wipe out the sink and wipe off the toilet
- Clean the mirror with a vinegar/water solution if needed
- Ensure there is a fresh towel for hand drying
- Goal: Make the most used bathroom clean enough

4:00-4:30 Fluff Seating Area

- Straighten and fluff pillows
- Stash away extra blankets, toys, magazines, remotes, etc.
- Goal: Make it easy and clear for people to sit down

4:30-5:00 Make it Smell Nice

- Light a candle, spray some air freshener, or turn on an oil diffuser
- Goal: Make your house smell fresh and clean