

# GAMEPLAN

*This is a generic GamePlan that you may use with your menu-specific GamePlan. It includes some of the same items, but also includes extra details beyond meal and party preparation. Of course, these are suggested steps and a rough timeline – adjust to suit your plans and schedule. If you're like me and love to throw a last-minute dinner party, you can toss this GamePlan out the window!*

SEE STEP NINE:  
Plan Your Work and  
Work Your Plan

## Week Before

- Menu
- Shopping list
- Drinks
- Flowers
- Table or tray linens, candles
- Plates, silver, serveware

## Monday

- Shop for non-perishables and bar

## Tuesday

- Walkabout the house, inside and out
- Clear the clutter and fluff

## Wednesday

- Shop for perishables
- Prep and prepare

## Thursday

- Shop for perishables, flowers
- Prep and prepare

## Friday

- Prep and prepare
- Set the table
- Set the bar
- Arrange flowers

## Saturday

- Time and write your menu
- Set alarms on your smartphone

by 4:00

- Clear the clutter and fluff

by 4:30

- Kitchen cleaned, sink cleared, dishwasher empty
- Vacuum any sofas and chairs your pet likes
- Check the powder room
- Turn on the lights

5:00 – 6:00

- Get dressed

6:00

- Hors d'oeuvres
- Light candles
- Music on

7:00 – 8:00

- Cocktails

7:45

- Open wine
- Light table candles
- Pour water
- Complete meal preparations
- Prepare buffet

8:00 – 9:30

- Dinner

9:20

- Prepare to serve desserts
- Clear plates

9:30

- Serve dessert