# **BBQ Party Checklist**

# **3 Weeks Before**

- □ Send invitations
- □ Take inventory of your tables, chairs, plates, cups, napkins and utensils

# **2 Weeks Before**

Build your BBQ menu □ Sketch out a grocery list

# **Morning Of**

□ Dress the buffet table and set serving dishes and platters on their desired spots □ Set out plates, cups, napkins and utensils □ Set up extra tables with tablecloths

### **2 Hours Before**

□ Prep any raw food you plan to grill □ Begin reheating any premade hot foods □ Stock coolers with ice and beverages

□ Create, cut and fold food label cards Buy any additional plates, cups, napkins or utensils you'll need

# **1 Week Before**

Borrow any additional tables or chairs that you'll need (just ask friends or family members if you can borrow their extras) □ Clean the house (to keep things extra fresh, clean with vinegar) □ Follow up with guests who have not RSVP'd Notes

# **30 Minutes Before**

□ Set out food with corresponding labels on buffet table □ Preheat the grill  $\Box$  Relax!

# **3 Days Before**

- Double-check your grocery list
- □ Shop for your ingredients
- □ Wash the serving dishes you'll be using
- □ Mow the lawn
- □ Clean your grill from top to bottom

# **1 Day Before**

- □ Spot-clean the house
- □ Buy a bag of extra ice
- □ Make as many mains, sides or desserts ahead of schedule as you can

#### □ Cut up any fruit and/or vegetables

#### □ Put beverages in the refrigerator to chill

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