

Preparing for House Guests Checklist

Keep prepared throughout the year:

- A set of extra sheets
- Extra hygiene items: toothbrushes, travel-size deodorant, disposable razors
- A set of extra, clean towels
- Print instructions for using the remote control and post it near the TV
- Print instructions for using the computer and post it near the computer
- Keep an extra key on hand

A few weeks to a month ahead of time:

- Plan meals
- Send your guests a list of things to do in the area
- Keep an eye out for local coupons for attractions, or services in the area that your guests may enjoy
- Find upcoming concerts, plays, or events and ask if your guests would like to go
- If you're able, complete any home improvements that need to be done
- Decide if you want to host an event while guests are in town (for instance, if your house guests are family members, you can put together a family reunion)

Two weeks ahead of time:

- Plan an itinerary
- Create a shopping list for food, hygiene products, and household items
- Create a cleaning plan
- Set a transportation plan for your guests – make sure they will be able to get where they need to go

A few days to a week ahead of time:

- Clean the house (or hire a housecleaner)
- Go grocery shopping
- Clean all sheets and towels
- Prepare a welcome basket for your guests
- Plan sleeping arrangements
- Purchase any needed items, taking special considerations for special needs or children
- Get an extra key made if you don't already have one
- Prepare things for your guests to do at your house: buy and leave out books, magazines, movies, and games
- Make sure you have standard over-the-counter medicine on hand

When guests arrive:

- Give a tour of the house
- Show them where the heat and air conditioning is
- Provide guests with an extra key

Shortly before their trip ends:

- Offer to do their laundry so that they can leave with clean clothes
- Prepare food for their return trip such as snacks for the airplane
- Purchase a thank you souvenir for your guests

A couple days after they depart:

- Send a thank you card
- Do one of the following: include photos with the thank you card or create a photo album to send