

Holiday Guest Room & Hosting Checklist

Get ready for overnight guests without the last-minute scramble.

GUEST ROOM

- ☐ Clear a few drawers and hangers
- ☐ Fresh sheets and a spare blanket
- ☐ Two pillows per bed
- ☐ Lamp and water by the bed
- ☐ Phone charger within reach
- ☐ Wi-Fi password card
- ☐ Clear path and a night light

GUEST BATHROOM

- ☐ Fresh towels per guest
- ☐ Clear a bit of counter space
- ☐ Spare toothbrush and toothpaste
- ☐ Travel-size shampoo and soap
- ☐ Extra toilet paper
- ☐ Hand soap refilled

FOOD & DRINKS

- ☐ Plan meals for the visit
- ☐ Clear one fridge shelf
- ☐ Stock coffee, tea and breakfast
- ☐ Ask about allergies and diets
- ☐ Write the grocery list
- ☐ Set up a snack and drink spot

WHOLE HOME

- ☐ Declutter the entryway
- ☐ Set a spot for coats and bags
- ☐ Vacuum and mop the floors
- ☐ Check bulbs and remote batteries
- ☐ Take out the trash and recycling

THE WEEK BEFORE

- ☐ Wash all the guest linens
- ☐ Shop for non-perishables
- ☐ Deep clean the guest bathroom
- ☐ Confirm arrival times
- ☐ Prep a make-ahead meal

WHEN THEY ARRIVE

- ☐ Show them the room and bathroom
- ☐ Share the Wi-Fi and house rules
- ☐ Offer a drink or snack
- ☐ Let them rest and settle in