

**Get Organized! Checklist
Preparing for Houseguests**

To Do	Additional Comments or Suggestions	Follow-up Actions	Completed
<i>Know Yourself</i>			
Know your limitations.	Don't invite or accept more guests than your home, your family, or your efforts can handle.		Y/N NA
<i>Know Your Guests</i>			
Know their schedule, including arrival and departure.		If necessary, arrange for pick-up / drop-off at airport, train station, or bus station.	Y/N NA
Ask about their preferences re: special events to attend or sights to see during their stay.	Discuss budget limits, so that your planning does not exceed their cash flow.	Buy tickets, if necessary.	Y/N NA
Find out if they have any type of allergies.			Y/N NA
Know their likes / dislikes.	This will help you prepare in-home food menus, restaurant choices, and activities. As a nice gesture, place a magazine of interest in their room. For example, if a guest is a car enthusiast, include a car mag.		Y/N NA
Know their habits.	This will help you prepare their room. For example, if a guest is an early riser, make sure the room has an alarm and include an instant-heat tea pot plus tea and coffee so they can start the day without disturbing the entire house. If they are a late riser, consider placing an eye mask on the bedside table to keep out the morning sun.		Y/N NA
<i>Prepare Your House</i>			

Make sure guest room is clean.	Dusty furniture, dirty floors, and not-so-fresh sheets are problems that guests will likely notice.		Y/N NA
Empty out drawer and closet space in guest room.	They will be able to unpack and make themselves at home.		Y/N NA
Remove clutter from the top of the dresser.	This will make room for their belongings.		Y/N NA
Place an extra blanket and pillows in clear view.	In case they get cold at night or need more cushion.		Y/N NA
Put a nightlight in the hall.	This will help guests find their way to the bathroom during the night, if necessary.		Y/N NA
Create Welcome Basket (Include These Items)			
Extra set of house keys.	Your guests can come and go as they please.		Y/N NA
Ear Plugs.	If you have kids or pets and they get up early, your guests are less likely to be disturbed.		Y/N NA
Bottled Water.	Prevents them from having to go to the kitchen during the night if they wake up parched.		Y/N NA
Map of city.	They can find their way around and it saves time when giving directions.	Mark an "X" where your house is on the map.	Y/N NA
Instructions for where to find things in your house that they might need during their visit.	Include locations for iron and ironing board, washer and dryer, glasses, plates, etc. Make sure to say: "Please Help Yourself" in the note.		Y/N NA
Travel-sized toiletries.	In case they forgot something.		Y/N NA

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