

# Hosting An Event to Remember

Estatefy is here to help with (most of) your party needs! This guide is by no means comprehensive, but will give you an organized start to planning your gathering. Below are 8 Estatefy Staple Steps I personally follow, and the pages following are intended to be helpful print-offs you can use to gather your thoughts and to-do's. Happy Hosting!



- 1 I like to lay my tablecloth to settle the night before if I can (but Bounty Wrinkle-Release is a fast fix and secret weapon every cleaning closet needs!)
- 2 Write the place settings (cards will absolutely and always do, but this is a fun and unexpected place to be creative on your table! Think: dry leaves from the garden, a beautiful piece of citrus at each setting, something on theme if its holiday entertaining, etc. Give your guests something to talk about here!)
- 3 To set the mood, hit play on your favorite dinner party tunes and light a scented candle (don't have a Dinner Party Playlist? Most music apps, like Spotify, have pre-set playlists ready for your genre of choice and mood!)
- 4 Open the wine to let it breathe. . . and pour yourself a large glass!
- 5 Blooms bring a table to life- and I consider them a MUST! Place your favorite flowers in a mix of bud vases down the center of the table (I cannot recommend Trader Joes for your flowers enough!).
- 6 Combine colorful and fun glassware with traditional stems for the most inviting table. (General rule of thumb: white wine on the far left, followed by red and water. Fun glasses from your bar will make it to your table- so don't overdue it with glassware at the seat!)
- 7 Don't forget napkins! This is a fun way to bring in a pop of color and change the entire feel of the table. For your most special moments, a monogramed linen will not be forgotten.
- 8 Take a deep breath, surround yourself with people that make you smile



# Guest List

Occasion :

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Date & Time :

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Location:

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No. of Guests :

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Entertainment :

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Party guest list:

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# Party Planning Checklist:

## Appetizer Menu :

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## Main & Sides :

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## Dessert :

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## Beverage & Bar Menu :

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## Personalized Party Extras to consider:

- Personalized Invitations- get creative!!!  

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- Fresh flowers or seasonal decor (florist, T.Joes)  

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- Candles (Estateley)  

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- Menus to match decor (Fitz Co.)  

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- Hand lettered Place Cards (Fitz Co.)  

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- Stir sticks or cocktail picks (Etsy, Amazon)  

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- Personalized cocktail glasses (Etsy)  

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- Cocktail napkins (Vista Print)  

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- Individual sweet treat for placesettings  

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- Personalized edible cocktail toppers (Etsy)  

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- Monogrammed linens (Mere Fille)  

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- Bar and signature cocktail signage  

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- Custom ice mold- floral/fruit bottle chiller  

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- On-theme decor (see: Hester & Cook)  

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- Small gift for guests-  

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- For the ladies: Personalized earrings (Fitz Co.)  

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- For the Gentleman: hand-rolled cigar  

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- For the table: decorative chocolate tin by  

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- Louise Sherry  

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- Ladies shawls if chilly outdoors (JSH)  

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- Paper fans for warm weather entertaining  

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# Party Essentials:

## Estate Rentals:

- Chargers \_\_\_\_\_
- China - \_\_\_\_\_  
Appetizer Plates \_\_\_\_\_  
Salad Plates \_\_\_\_\_  
Dinner Plates \_\_\_\_\_
- Cutlery \_\_\_\_\_
- Glassware - \_\_\_\_\_  
water glass, cocktail glass \_\_\_\_\_  
wine glass - red, white, universal \_\_\_\_\_  
champagne coupe or flute \_\_\_\_\_
- Linens - tablecloth(s), dinner napkins \_\_\_\_\_
- Decor - vases, lamps, hurricanes, \_\_\_\_\_  
decorative candle sticks, table accents \_\_\_\_\_

## Getting your home ready:

- Flowers- for tabletop, bathroom(s), foyer \_\_\_\_\_
- Fresh bath hand towel or linen-like napkins \_\_\_\_\_
- Scented Candle for bathroom \_\_\_\_\_

## Snacks & small bites:

- Charcuterie Essentials-cheese variety, \_\_\_\_\_  
cured meats, nuts, dried fruit, chocolate \_\_\_\_\_  
spreads, crackers/bread \_\_\_\_\_
- Chips/crackers and dip option for grazing \_\_\_\_\_
- After dinner refreshments- \_\_\_\_\_  
salty snack: TJoies herb popcorn, nut mix \_\_\_\_\_  
sweet- small chocolates, butter mints \_\_\_\_\_

## Stock the Bar:

- Garnishes- lemon, lime, cherries, olives \_\_\_\_\_
- Mixers- tonic, club soda, coca-cola, sprite \_\_\_\_\_  
ginger ale, ginger beer, topo chico \_\_\_\_\_
- Flavors- grenadine, simple syrup, bitters \_\_\_\_\_
- Ice!! Grab the large cubes sold at the liq. store \_\_\_\_\_
- Wine- White (Chardonay, Sauv. Blanc) \_\_\_\_\_  
Red (Pinot Noir, Cabernet), Bubbles \_\_\_\_\_  
(Prosecco, Champagne) \_\_\_\_\_
- Aperitifs- Aperol, Saint Germain \_\_\_\_\_
- Liquor- Vodka (Kettle One), Gin (Hendricks), \_\_\_\_\_  
Tequila (Espolon), Whiskey (Woodford Reserve) \_\_\_\_\_

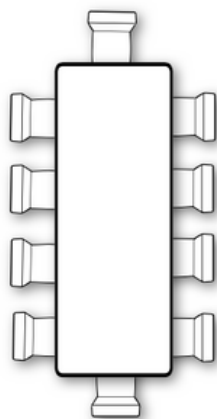


# Please be seated...

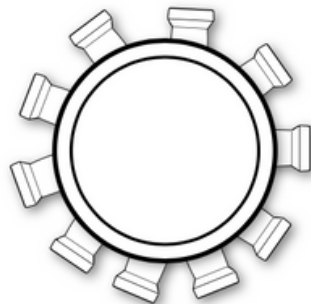
*Rule of Thumb: 2' per place setting.*

So an 8' table should comfortably seat 10 (4 people per side, based on the 2' rule, & one guest at each head, for a 10-top)

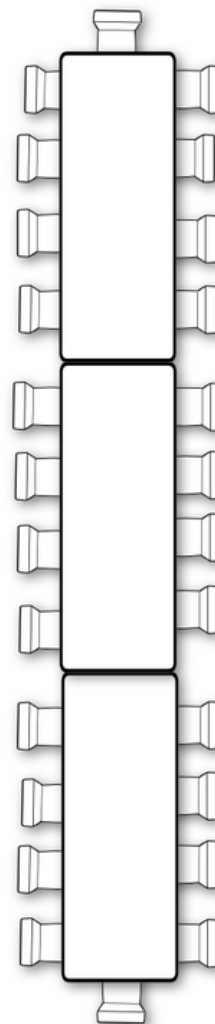
Seating for 10  
18ft Banquet  
Tables



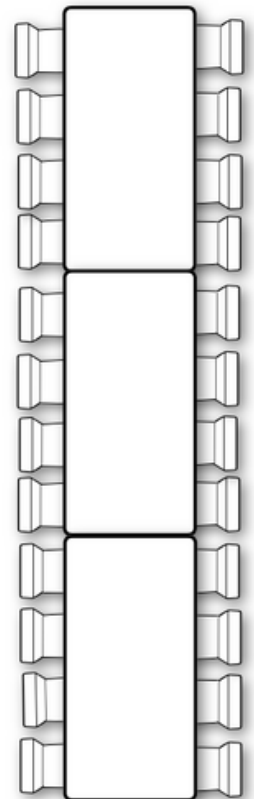
Seating for 10  
72" Round Table



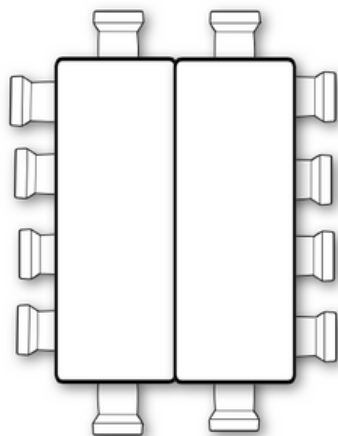
Seating for 24  
38ft Banquet  
Tables



Seating for 22  
36ft Banquet  
Tables



Seating for 12  
28ft Banquet  
Tables



Seating for 12  
26ft Banquet  
Tables

