

Hosting Checklist

BEFORE THE GUESTS ARRIVE:

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CLEAN THE HOUSE

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PREPARE THE ROOMS

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CONFIRM ARRIVAL AND DEPART DAYS AND TIMES

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ASK ABOUT SPECIAL REQUESTS (FOOD)

BE A PREPARED HOST:

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SET UP AN ESSENTIALS KIT

- SHAMPOO
- TOOTHBRUSH
- CONDITIONER
- TOOTHPASTE
- SOAP
- LOTION

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ADD SOME COMFORT ITEMS

- SNACKS
- WATER
- SUDOKU PUZZLE
- PEN

Hosting Checklist

ONCE YOUR GUESTS ARRIVE:

- ☐ GIVE A TOUR
- ☐ SET OUT TOWELS
- ☐ MAKE YOUR HOME INVITING
- ☐ COMMUNICATE
- ☐ GO OVER THE HOUSE RULES
 - QUIET TIME
 - WHERE EVERYONE EATS
 - SHOES
 - ETC.
- ☐ SHARE YOUR SCHEDULE
- ☐ SET ASIDE SOME ALONE TIME
- ☐ ENJOY THE TIME WITH YOUR FRIENDS AND FAMILY!