

Halloween Party Timeline Checklist

A low-stress countdown that protects the kitchen, entry, food zones, and the final 15 minutes before guests arrive.

GUESTS	ARRIVAL	HOT-FOOD FINISH	HELPER
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7 TO 5 DAYS BEFORE

- ☐ Confirm guest count and arrival window
- ☐ Choose one hot anchor plus stable food
- ☐ Pick one visual moment, not decor everywhere
- ☐ Choose coat / bag and drink zones

2 DAYS BEFORE

- ☐ Shop and make foods that hold well
- ☐ Check serving gear, cups, ice and trash
- ☐ Clear entry and one bathroom
- ☐ Move breakables away from traffic

PARTY DAY

- ☐ Finish make-ahead food by recipe
- ☐ Chill drinks and stage refill batches
- ☐ Set serving pieces
- ☐ Place music / lighting controls

FINAL 90 MINUTES

- ☐ Start only true final hot-food work
- ☐ Set first cold snack + drinks
- ☐ Reset entry and bathroom
- ☐ Stop invisible chores 15 minutes before

HOST NOTE / CHANGE I WANT TO REMEMBER

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Use the final 90 minutes as a run sheet. If a task slips, simplify or drop setup work before changing a recipe instruction.

TIME NOW

GUESTS ARRIVE

FIRST FOOD OUT

DOOR READY

TIME	TASK / ANCHOR	OWNER	MOVE / DROP IF LATE	DONE
Hot food starts				
Cold snack out				
Drink station				
Bathroom reset				
Entry / coats				
Trash / empties				
Music / lighting				
Kitchen clear				
Host changes / keys				
Stop chores				
Greet guests				