JoAnna Minneci
Chef/Owner

Phone: 615-247-5800

Planning Checklist

Parties are a wonderful opportunity to celebrate special occasions with friends and family. With a bit of planning and preparation, the rewards are great. Hiring Chef JoAnna and her staff to manage your event takes the stress out of party planning, leaving you to enjoy the company of your guests!

6-8 weeks before the party

- ❑ Decide on the date and time, and contact Chef JoAnna to reserve the date.
- ❑ Prepare a guest list and set a budget. Chef JoAnna will help you determine costs for groceries and for staffing requirements, based on your menu and level of service requested, and will prepare an estimate for labor costs.
- ❑ Select a mood: Formal or informal? Classic or kitsch? Stilettos, Sketchers or Slippers?
- ❑ Create a menu. Discuss the details of your event with Chef JoAnna.
- ❑ Choose style of beverage service (full bar, wine bar, self-serve) and make reservations for a bartender if necessary. Chef JoAnna will be able to provide names of trusted associates.
- ❑ Make reservations for a photographer or videographer to provide a lasting memory of your party. Here, too, Chef JoAnna will happily offer suggestions.
- ❑ Choose the entertainment. Will you have a string quintet, live guitarist, or play your own music? Do you want a magician, bellydancer, or a Sinatra-like crooner? Get referrals from Chef JoAnna.

3-4 weeks before the party

- ❑ Address and mail invitations, send out emails, or send your webpage URL.
- ❑ Arrange for Chef JoAnna to do a "walk-through" meeting and finalize the menu.
- ❑ Plan out seating, beverage service and place settings.
  - Seating: Decide if you need to rent extra chairs, tables and tablecloths.
  - Beverages: Do you want real glassware, plastic stemware or crystal-clear plastic party cups?
  - Place Settings: Establish whether to use your own china, rented china, or disposable plates.
  - If disposables, will you provide them, or do you want Chef JoAnna to obtain them for you?
- ❑ Arrange for childcare for your own children, and perhaps for your guests' children also.
- ❑ Arrange for a valet if parking is difficult in your neighborhood. Get referrals from Chef JoAnna.

1-2 weeks before the party

- ❑ Order flowers, purchase candles, and obtain any other decorative items you choose.
- ❑ Call to confirm: ○ Bartender ○ Photographer ○ Entertainment ○ Valet ○ Childcare
- ❑ Let Chef JoAnna know how many guests will be attending from the RSVPs you received.
- ❑ Think about what you'll wear to the party: arrange for a shopping trip or dry-cleaning.

The day before the party

- ❑ Select candles and place them in safe locations throughout your home.
- ❑ Clear off kitchen counters so Chef JoAnna and her staff will have sufficient workspace.
- ❑ Remove as many items as possible from the refrigerator. Move them to another refrigerator or store them in a picnic cooler so that your food can be stored safely.
- ❑ Look over your furniture arrangement. Move any items that are breakable or in the way.
- ❑ Place fresh towels or disposable serviettes in the guest bathroom, plus spare toilet tissue!

One hour before the party

- ❑ If you're serving your own wines, chill the whites and open the reds.
- ❑ Offer your assistance to Chef JoAnna as an "official taster".
- ❑ Arrange the flowers, light the candles, enjoy your favorite beverage and *relax!*