

# Get Ready TO GATHER

Reason to Gather: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Location: \_\_\_\_\_

## Guest List & R.S.V.P.:

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

## THE Atmosphere

- Send invitations *(by mail, email, phone, evite...)*
- Create a welcome and/or goodbye station
- Pick a playlist to set the gathering mood

## THE Special Touches

- Check for sufficient seating & get creative
- Plan for any decorations & personal touches

## THE Conversation

- Select a memorable game or activity
- Set up designated conversation areas
- Find conversation starters on page 79

# THE Feast

— Menu —

*(Don't forget any dietary restrictions)*

— Serving Dishes —

— Shopping List —

*(Don't forget any decor needs)*

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— Drinks —