

# 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)

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

— Drinks —

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐