

# DINNER CHECKLIST

## SETUP

	<p><b>❶ DINING TABLE SETUP</b> <i>DINING ROOM</i></p> <ul style="list-style-type: none"> <li>• Table Pad, Table Cloth, Chargers, Salt Cellars, Bell Centerpiece, Votive Candles, Flatware, Glassware, Napkins</li> </ul>
	<p><b>❷ COFFEE &amp; TEA SETUP</b> <i>LIBRARY</i></p> <ul style="list-style-type: none"> <li>• Silver Platter with Cream Pitcher, Sweeteners, Small Spoons, Cocktail Napkins</li> </ul>
	<p><b>❸ WINE SETUP</b> <i>LIVING ROOM or DINING ROOM</i></p> <ul style="list-style-type: none"> <li>• Table Pad or Silver Tray, White Wine Chiller with White Wine, Red and White Glasses, Decanter, Red Wine, White Wine, Napkins</li> </ul>
	<p><b>❹ PLATE WARMER, JURA</b> <i>KITCHEN</i></p> <ul style="list-style-type: none"> <li>• Plug in plate warmer to keep the main course plates warm</li> <li>• Turn on the Jura espresso maker and run the rinse cycle</li> </ul>
	<p><b>❺ BAR SETUP</b> <i>DINING ROOM</i></p> <ul style="list-style-type: none"> <li>• Ice, Tongs, Limes, Small Cutting Board, Small Knife, Soft Drinks (Regular Coke, Diet Coke Sprite), Mineral Water, Still Water</li> </ul>
	<p><b>❻ HOR'DOURVES SETUP</b> <i>LIVING ROOM</i></p> <ul style="list-style-type: none"> <li>• Small Plates, Small Forks, Round Silver Platter with Hor'dourves, Silver Container with Napkin for Crackers, Tongs</li> </ul>
	<p><b>❼ UNIFORM-GROOMING</b></p> <ul style="list-style-type: none"> <li>• BUTLER: Gloves, Tie, Vest, Striped Pants, Swallowtail Jacket</li> <li>• CHEF: Chef's Hat, Chef's Jacket, Black Pants, Tie</li> <li>• MAID: Hat, Evening Dress</li> </ul>
	<p><b>❸ 7:15PM</b> <b>ARRIVAL ADVANCE</b></p> <ul style="list-style-type: none"> <li>• Gate Opened</li> <li>• Lights Adjusted</li> <li>• Candles Lit (including front porch)</li> </ul>

## SERVICE

	<p><b>❶ 7:30PM to 8:00PM</b> <b>COCKTAILS</b> <i>LIVING ROOM</i></p> <p><b>30 MINUTES</b></p>	
	<p><b>❷ 7:50PM</b> <b>DINNER ADVANCE</b></p> <ul style="list-style-type: none"> <li>• Light Dining Room Candles</li> <li>• Fill Water Glasses (Mineral Water)</li> <li>• Close Dining Room Bar Doors</li> <li>• Ring Dinner Chime</li> </ul>	
	<p><b>❸ 8:00PM</b> <b>1<sup>ST</sup> COURSE</b> (SOUP OR APPETIZER) <i>DINING ROOM</i></p>	
	<p><b>❹ ~8:20PM</b> <b>SALAD COURSE</b> <i>DINING ROOM</i></p> <ul style="list-style-type: none"> <li>• Plated, Oil/Vinegar and prepared dressing served</li> </ul>	
	<p><b>❺ ~8:40PM</b> <b>MAIN COURSE</b> <i>DINING ROOM</i></p> <ul style="list-style-type: none"> <li>• Plated or served on no more than two platters</li> </ul>	
	<p><b>❻ ~9:00PM</b> <b>CLEAR SALT CELLARS</b> <b>LIGHT LIBRARY CANDLES</b> <i>DINING ROOM - LIBRARY</i></p>	
	<p><b>❼ ~9:00PM</b> <b>DESERT</b> <i>LIBRARY</i></p>	
	<p><b>❸ ~9:00PM</b> <b>COFFEE &amp; TEA</b> <i>LIBRARY</i></p> <p><b>GUESTS DEPART BY 10:00</b> <b>FRONT GATE LOCKED</b></p>	