



JoAnna Minneci, Chef/Owner
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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

- Set a budget. Estimate \$10-\$35 per person for food, and \$5 to \$15 per person for beverages.
- Decide on the date and time, and call Chef JoAnna to reserve the date.
- Prepare a guest list.
- Select a mood: Formal or informal? Classic or kitsch? Stilettos, Sketchers or Slippers?
- Discuss the details of your event with Chef JoAnna.
 - What type of cuisine do you want to serve to your guests?
 - Do you want a buffet, with carving stations for the main entrée?
 - Would you prefer tray-passed appetizers, plus a buffet where guests serve themselves?
 - Will this event be a seated dinner? How many courses?
- 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: Photographs provide a lasting memory of your party. Here, too, Chef JoAnna will happily offer suggestions.
- Choose the entertainment. Will you have a string quintet, a DJ, or play your own music? Do you want a magician, a bellydancer, a kilt-wearing bagpipes player? 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.
 - Decide if you need to rent extra chairs, tables and tablecloths.
 - Establish if you want to use your own china, rented china, or disposable plates.
 - Do you want real glassware, plastic stemware or clear-plastic party cups?
 - If disposables, will you provide them, or will Chef JoAnna provide them?
- 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
- 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.

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 have workspace.
- Remove as many items as possible from the refrigerator. Move them to another refrigerator, or ask that Chef JoAnna bring an extra cooler so that your food can be stored safely.
- Check out your furniture arrangement. Move any items that are breakable or in the way.
- Place fresh towels or disposable serviettes in the guest bathroom.

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 a cold beverage and *relax!*