

1a) Initial Planning Checklist



Initial Planning

✓	Task	Links/Notes	Deadline
	Decide what accommodation you can offer		
	Organise helpers and babysitters		
	Arrange for any home improvements (e.g. handyman, plumber)		
	Book up window cleaner, gardener, cleaner, carpet cleaner, car detailing (otherwise book time slots in your diary for each of these tasks before the visitors arrive)		
	Re-schedule any appointments/meetings on these dates of the meetings		
	Declutter (see pages 17-19 for Spring Cleaning Advice)		
	Consider vehicle space - may need to hire a car		
	Do you need any new appliances?		
	Have you got enough fridge/freezer space?		
	Create a space for extra beds, bedding, food, appliances etc.		
	Brainstorm menu ideas - select freezer-friendly recipes, make-ahead menus (see pages 25-26 for the Menu Brainstorm Template)		
	Organise outfits for the family to wear (for during entertaining and meetings)		
	Set up your calendar to allocate tasks to each week leading up to the meetings		
	Brainstorm places to take visitors (if necessary)		
	Organise a few small gifts for visitors (small, easy to pack and take through customs, or organise your gift to be delivered to their house once they have arrived home)		
	Organise helper gifts		
	Check bedding quantities, provide extra pillows (borrowing is a good cost saver)		
	Check towels on hand so you can provide/wash towels daily (it is ideal to have a spare set to swap over the weekend. Bath sheet size towels are good for brothers and provide hair towels for sisters)		
	Check mattresses & pillows for comfort and suitability		
	Check you have enough suitable drinking glasses, wine glasses, plates, cutlery		



CLICK HERE TO ACCESS
PRINTABLE TEMPLATES



1b) Weekly Planning Calendar



Week 1 Commencing:

Tasks	Lord's day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Cleaning							
Cooking							
Outdoor							
Indoor							
Other							

1b) Weekly Planning Calendar



Week 2 Commencing:

Tasks	Lord's day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Cleaning							
Cooking							
Outdoor							
Indoor							
Other							

1b) Weekly Planning Calendar



Week 3 Commencing:

Tasks	Lord's day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Cleaning							
Cooking							
Outdoor							
Indoor							
Other							

1b) Weekly Planning Calendar



Week 4 Commencing:

Tasks	Lord's day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Cleaning							
Cooking							
Outdoor							
Indoor							
Other							

1b) Weekly Planning Calendar

 Week 5 Commencing:							
Tasks	Lord's day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Cleaning							
Cooking							
Outdoor							
Indoor							
Other							

1b) Weekly Planning Calendar


Week 6 Commencing:

Tasks	Lord's day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Cleaning							
Cooking							
Outdoor							
Indoor							
Other							

1b) Weekly Planning Calendar



Week 7 Commencing:

Tasks	Lord's day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Cleaning							
Cooking							
Outdoor							
Indoor							
Other							

1b) Weekly Planning Calendar



Week 8 Commencing:

Tasks	Lord's day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Cleaning							
Cooking							
Outdoor							
Indoor							
Other							

1c) Special Meetings Budget Tracker



Income & Expense Totals

INCOME & EXPENSE TOTALS	Budget	Actual	Difference
Total Income (Net)	\$	\$	\$
Total Expenses	\$	\$	\$
INCOME - EXPENSES TOTALS (Net)	\$	\$	\$
INCOME	Budget	Actual	Difference
Gifts	\$	\$	\$
Other Income (Net)	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$
EXPENSE	Budget	Actual	Difference
Food - Meat	\$	\$	\$
Food - Fresh	\$	\$	\$
Food - Snacks	\$	\$	\$
Non Food	\$	\$	\$
Appliances	\$	\$	\$
Bedding	\$	\$	\$
Gardening	\$	\$	\$
Outdoor Maintenance	\$	\$	\$
Indoor Maintenance	\$	\$	\$
Alcohol	\$	\$	\$
Gifts (Helpers, visitors, meals out)	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$

2a) Spring Cleaning Checklist



✓ Admin Suggestions
Create a shared list on a task app for the family (e.g. Google Keep, Microsoft To Do, or Todoist)



✓ Bedroom Suggestions
Do a clothing clear out (donate any unwanted clothes, and pack up your out-of-season clothes)
Clean wardrobes and drawers for visitors
Clean and sanitise mattresses



✓ Laundry Suggestions
Descale iron
Declutter and use up old laundry products
Clean and sanitise washing machine
Allocate a place for 'guest only' washing in a drawer/cupboard/basket
Check if ironing board cover needs replacing



✓ Bathroom Suggestions
Deep clean bathrooms (give all bathrooms a deep clean and save one for family use)
Create room for the spare hand towels and bathmats for each guest bathroom in vanity units/storage with labels
Tidy bathroom cabinets
Organise your bathroom cleaning products (add an organised box of these items to all bathrooms)
Descale shower heads, clear sink/shower traps
Clean bathroom tiles and grout



✓ Kitchen Suggestions
Defrost and clean freezer (write a list of everything and use up any leftovers before entertaining)
Clean food and drinks fridges
Tidy/sort kitchen cupboards (remember to keep note of what needs replacing and add onto a shopping list)
Clean dishwashers and top up salt/rinse aid
Clean filters in coffee machine
Clean deep fat fryer and replace oil
Deep clean ovens, microwave, hostess trolley
Reorganise pantry items and label
Clean bar and drinks cupboard
Check filter on instant filtered boiling/chilled water system
Sharpen knives



✓ General Suggestions
Clean windows inside and out/book your window cleaner
Carpet and rug cleaning
Clean wall scuff marks/radiators/dust woodwork
Repainting/touch-ups (for touch-ups, go around with a small amount of paint in a disposable cup)
Clean fireplaces
Car deep clean (include seatbelts)
Refresh car deep clean closer to weekend



✓ Outdoor Suggestions
Tidy garden
Clean wheelie bins
Clean out gutters
Trim trees and hedges
Clean BBQ and utensils
De-cobweb outdoor furniture



CLICK HERE TO ACCESS
PRINTABLE TEMPLATES



3a) Menu Ideas Brainstorm



Use this page to brainstorm your food ideas
Mrs Gusto Tip: Create a mood board or folder of inspiration images to reference later.

Breakfast

Breakfast Suggestions	Recipe Links/Notes

Appetiser

Appetiser Suggestions	Recipe Links/Notes

[CLICK HERE TO ACCESS PRINTABLE TEMPLATES](#)

3a) Menu Ideas Brainstorm

Main

Main Suggestions	Recipe Links/Notes

Dessert

Dessert Suggestions	Recipe Links/Notes

Sweets & Snacks

Sweets & Snacks Suggestions	Recipe Links/Notes

Mrs Gusto Tip: Create a mood board or folder of inspiration images to reference later.



3b) Menu Planning Template



Weekday Meal:

Date:	Number:	Adults:	Children:
Time:	Special Diets:		

Course	Serving Dish / Presentation / Garnish / Notes	Recipe Notes
Starters / Snack Tray		
Main		
Dessert		
Drinks/Extras		
Notes		
 CLICK HERE TO ACCESS PRINTABLE TEMPLATES 		

 [CLICK HERE TO ACCESS PRINTABLE TEMPLATES](#)

3b) Menu Planning Template



Thursday Evening Meal:

Date:	Number:	Adults:	Children:
Time:	Special Diets:		

Course	Serving Dish / Presentation / Garnish / Notes	Recipe Notes
Starters / Snack Tray		
Main		
Dessert		
Drinks/Extras		
Notes		
 CLICK HERE TO ACCESS PRINTABLE TEMPLATES 		

 [CLICK HERE TO ACCESS PRINTABLE TEMPLATES](#)



Friday Breakfast Meal:

Date:	Number:	Adults:	Children:
Time:	Special Diets:		

Course	Serving Dish / Presentation / Garnish / Notes	Recipe Notes
Sweet		
Savoury		
Drinks/Extras		
Notes		
 CLICK HERE TO ACCESS PRINTABLE TEMPLATES 		



Friday Snacks:

Quick snacks to have on hand through the day	Serving Dish / Presentation / Garnish / Notes	Recipe Notes

3b) Menu Planning Template



Friday Main Meal:

Date:	Number:	Adults:	Children:
Time:	Special Diets:		

Course	Serving Dish / Presentation / Garnish / Notes	Recipe Notes
Starters / Snack Tray		
Main		
Dessert		
Drinks/Extras		
Notes		
 CLICK HERE TO ACCESS PRINTABLE TEMPLATES 		

3b) Menu Planning Template



Friday Evening Meal:

Date:	Number:	Adults:	Children:
Time:	Special Diets:		

Course	Serving Dish / Presentation / Garnish / Notes	Recipe Notes
Starters / Snack Tray		
Main		
Dessert		
Drinks/Extras		
Notes		
 CLICK HERE TO ACCESS PRINTABLE TEMPLATES 		





Saturday Breakfast Meal:

Date:	Number:	Adults:	Children:
Time:	Special Diets:		

Course	Serving Dish / Presentation / Garnish / Notes	Recipe Notes
Sweet		
Savoury		
Drinks/Extras		
Notes		


[CLICK HERE TO ACCESS PRINTABLE TEMPLATES](#)




Saturday Snacks:

Quick snacks to have on hand through the day	Serving Dish / Presentation / Garnish / Notes	Recipe Notes

3b) Menu Planning Template



Saturday Main Meal:

Date:	Number:	Adults:	Children:
Time:	Special Diets:		

Course	Serving Dish / Presentation / Garnish / Notes	Recipe Notes
Starters / Snack Tray		
Main		
Dessert		
Drinks/Extras		
Notes		
CLICK HERE TO ACCESS PRINTABLE TEMPLATES		

3b) Menu Planning Template



Saturday Evening Meal:

Date:	Number:	Adults:	Children:
Time:	Special Diets:		

Course	Serving Dish / Presentation / Garnish / Notes	Recipe Notes
Starters / Snack Tray		
Main		
Dessert		
Drinks/Extras		
Notes		
CLICK HERE TO ACCESS PRINTABLE TEMPLATES		

 [CLICK HERE TO ACCESS PRINTABLE TEMPLATES](#)



Lord's Day Breakfast Meal:

Date:	Number:	Adults:	Children:
Time:	Special Diets:		

[illegible]

3b) Menu Planning Template



Lord's Day Main Meal:

Date:	Number:	Adults:	Children:
Time:	Special Diets:		

Course	Serving Dish / Presentation / Garnish / Notes	Recipe Notes
Starters / Snack Tray		
Main		
Dessert		
Drinks/Extras		
Notes		
CLICK HERE TO ACCESS PRINTABLE TEMPLATES		

3b) Menu Planning Template



Lord's Day Evening Meal:

Date:	Number:	Adults:	Children:
Time:	Special Diets:		

Course	Serving Dish / Presentation / Garnish / Notes	Recipe Notes
Starters / Snack Tray		
Main		
Dessert		
Drinks/Extras		
Notes		
 CLICK HERE TO ACCESS PRINTABLE TEMPLATES 		

[illegible]



Monday Breakfast Meal:

Date:	Number:	Adults:	Children:
Time:	Special Diets:		

[illegible]

3b) Menu Planning Template



Monday Meal:

Date:	Number:	Adults:	Children:
Time:	Special Diets:		

Course	Serving Dish / Presentation / Garnish / Notes	Recipe Notes
Starters / Snack Tray		
Main		
Dessert		
Drinks/Extras		
Notes		
CLICK HERE TO ACCESS PRINTABLE TEMPLATES		



This page can be used to record your cooking and baking tasks for your freezer, fridge and pantry. Use colour coded labels for freezer items, even fridge items. Different colour each day/meal. Can also colour code the outside of the freezer itself so that each shelf is assigned to a day

[illegible]

[CLICK HERE TO ACCESS
PRINTABLE TEMPLATE](#)

4f) Guest Room Checklist

The items on this checklist are suggestions only, please select which items you would like to provide to give your guests the best experience. Some items below work well in a central location serving multiple guests at once, others may be suited for each bedroom. Borrowing items from friends and family for the weekend can help out too, saving on costs.

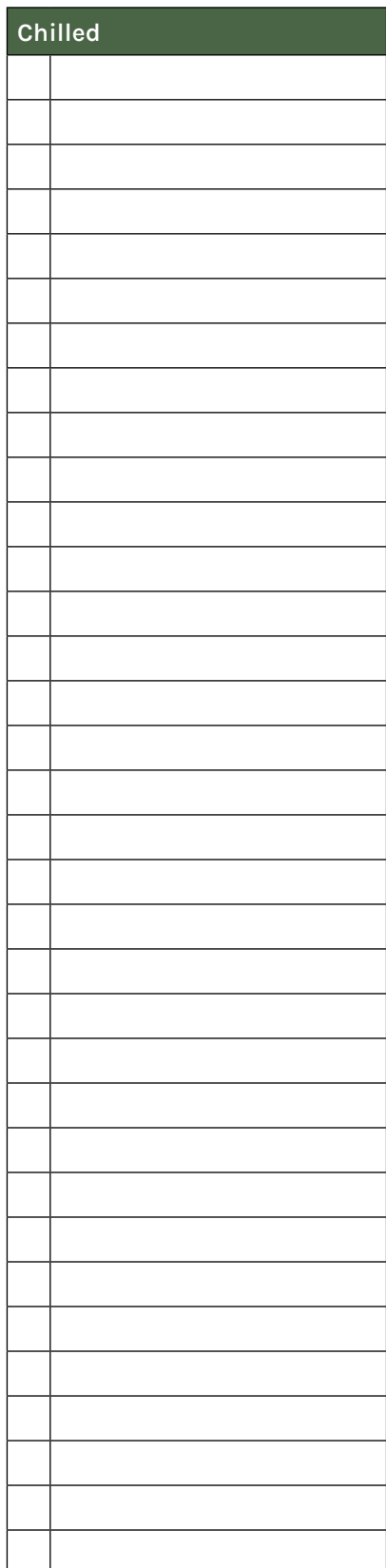
Guest Room Care Pack Suggestions	
Use Your Personal Discretion	✓
Antihistamine, Panadol, Nurofen, Antacids, Berocca, Hydralytes, Band-Aids, (any other relevant medications)	
Toothbrush, toothpaste, floss	
Deodorant	
Brush/comb	
Small roll of plastic bags	
Tweezers & nail clippers	
Tissues, cotton tips, ear plugs	
Hairspray, razor & shaving gel/cream	
Mints, notepad & pen	
Accessible power board beside bed (3-4 outlets)	
Phone charger	
International power adaptors	
Snacks (cookies, muesli bars, savoury snacks)	
Glasses lens wipes	
Stain remover wipes	

Other Suggestions	
Use Your Personal Discretion	✓
Concordance and full set of ministry/indexes available	
Ironing Station - clothes hangers & hanging space, spare iron water, lint roller, iron, ironing crisp, garment steam wand (may be used instead of an iron)	
Have available tea & coffee supplies/UHT milk portions/chilled water bottles/soft drinks/juice	
Room colour coding (e.g. Room 1 = yellow, so washbags, hangers etc. are coded with yellow ribbon)	
Water and drinking glasses on a tray (Guests may use a glass for mixing soluble tablets/boost drinks etc.)	
Put out Welcome Sign/Host & Helper details/Weekend Schedule & Scannable Wi-Fi Details Card	
Cold weather: fan heater, spare bedding on hand, electric blanket (with instructions)	
Hot weather: provide fan	
Towels and towel rail/rubbish bin/white noise machine	
Extra pillows	
Hair dryer	
Hanging space/suitcase stand	
Chair	



CLICK HERE TO ACCESS
PRINTABLE TEMPLATES





[illegible][illegible][illegible]

5d) Supplies Checklist



CLICK HERE TO ACCESS
PRINTABLE TEMPLATES



Soft Drink Options	Quantity	✓
Coke - original/diet/zero		
Lemonade		
Ginger ale/ginger beer		
Tonic water		
Soft drink mixers (lemon, orange, guava, agrum)		
Cordial		
Fruit juice		
Soda water		
Sparkling water		
Still water		
Ice		
Energy drinks		
Lemon/lime/garnishes		
Cocktail & mocktail ingredients		
Consider sugar free options		
Alcohol-free beer & wine		



Hot Drink Options	Quantity	✓
Coffee beans/ground coffee		
Tea bags		
Specialty teas (chamomile, green, peppermint, berry)		
Milk (plus any dietary milk, e.g. almond)		
Artificial sweetener		



Cleaning Supplies	✓
All-purpose surface cleaner	
Floor cleaner	
Carpet cleaner	
Scrub brushes	
Stain remover	
Bleach	
Glass cleaner	
Microfibre cloths	
Stainless steel cleaner	
Kitchen cleaner	
Oven cleaner	
Leather cleaner	
Dusters	
E-cloth reusable cloths	
Latex gloves	
All-purpose/kitchen/bathroom wipes	
Dishwasher tablets and salt	
Washing up liquid	
Bin liners	
Shoe polish	

5d) Supplies Checklist



CLICK HERE TO ACCESS
PRINTABLE TEMPLATES



Tip: run through your menu and list out items that can be bought ahead and keep another shopping list separate for the final week before entertaining (fresh groceries).

Cooking + Dining Supply Options	Quantity	✓
Serviettes, placemats and snack plates		
Foil, clingfilm, baking paper, ziplock bags for food prep and leftovers		
Foil trays (for pre-made cooking, BBQ etc.)		
BBQ supplies (gas, briquettes, firelighters, kindling, logs, cooking spray)		
Deep fry oil		
Meat		
Pantry groceries (crackers/sweets/baking ingredients)	Quantity	✓



Other	Quantity	✓
Toilet rolls, paper towel		
Bedroom supplies (see checklist on page 50)		
Gifts for visitors		
Lightbulbs		
Spare filter for instant filtered boiling/chilled water system		
Shampoo & conditioner/shower gel/body wash/shower caps		
Sewing kit/stain remover wipes		
Clothes hangers		
Ironing - spare iron water/lint roller/iron/ironing crisp/anti-static spray		
Sunscreen		

6a) Table Planner Template

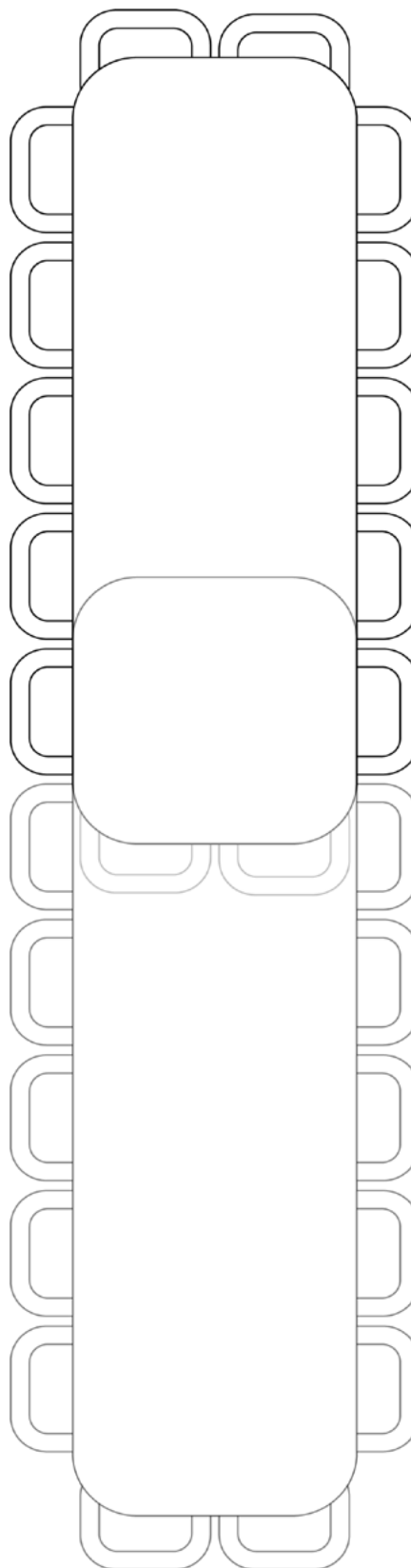


Seating Plan

It is great to have the helpers put name tags out once the table plan is confirmed so the guests know where to sit.

Conversation starters are great for the host to have prepared to ensure a bright and happy guest experience.

Be mindful of where you place main guest speakers to assist the conversation. Also, be thoughtful with your elderly guests who may be hard of hearing.



CLICK HERE TO ACCESS
PRINTABLE TEMPLATES



7b) Instructions for Helpers



Section	What to Know	Details
Keys/garage remote		
Alarm code		
Wi-Fi		
Spare keys		
Fuse box		
Door and window locks		
Heating/cooling		
Hot water		
Ovens		
Coffee machine		
Washing machine/dryer		
Bins		
Nearby shops		
Rapid deliveries (include login details, card details, etc.)		
Laptop/tablet login details		
Meeting room address		
Closest Community neighbour contact		
Emergency contact numbers (police, hospital, etc.)		
Allergies/medications		
First aid kit		
Orbit emergency contact (Orbit can arrange for a leaking pipe to be repaired, a sewer to be unblocked or other required repairs to be completed)		



CLICK HERE TO ACCESS
PRINTABLE TEMPLATES



7c) Supply Locations for Helpers



Cleaning products, cloths, napkins, soaps, towels, bedding, tablecloth, cutlery, etc.
Spare drinks, ice/ice machine, snack tray items, garnishes, sauces/condiments etc.

Kitchen Supplies	Location	Spares
Cleaning Supplies	Location	Spares
Bedroom Supplies	Location	Spares
Bathroom Supplies	Location	Spares



CLICK HERE TO ACCESS
PRINTABLE TEMPLATES





Occupation / Transport / Tips / Notes



7e) Prep for Overnight Guests

Indoor Preparation

Item	Deadline	✓
Set table/sort seating plan/menu cards/name tags		
Put scannable Wi-Fi sign in front entry for guest use (inside a photo frame works well)		
Make space in coat cupboard and have a quality umbrella available		
Check Ministry sets and make sure no volumes are missing		
Prepare coffee machine		
Conversation starters list		
Check shoe cleaning kit has black shoe polish		
Provide clear instructions for guests on how to work showers, cooling/heating, blinds		
Prepare snack plates/serviettes		
Plan final cleaning		
Check first aid and car care kits are restocked (items to include in car care kit are mints, lollies, paracetamol, antihistamine, umbrella, pens, notebooks, water, small snacks such as muesli bars)		
Small drinks tables for lounge/seating areas		
Create a designated area in freezer for leftovers. Make available containers, bags, masking tape, permanent markers for labelling them up. Instruct helpers on what you want to keep/discard		
Have a loaf on hand, and set of cloths/cup/baskets etc if required		

Outdoor Preparation

Item	Deadline	✓
Tidy garden/alfresco/paving/clean BBQ		
Sweep porch and patio		
Mow lawn & trim hedges, recharge batteries on blowers		
Check BBQ supplies - firelighters, charcoal, briquettes, lighter, foil trays, oil, paper towels, BBQ utensils, spare gas bottle		
Portable heating (if required)		
Planning fires - ensure wood is cut up and dry in advance, kindling, matches		
Check all external lights are functioning and no globes need replacing		
Set automatic sprinklers to come on at a time that won't impact guests including shower times		
Insect repellent		
Outdoor bin, dustpan & brush		



CLICK HERE TO ACCESS
PRINTABLE TEMPLATES



7f) Room Service Checklist



CLICK HERE TO ACCESS
PRINTABLE TEMPLATES



Ironing	Thursday	Friday	Saturday	Lord's Day
Laundry (Washing tips: Hang in separate washing line areas/separate dryer loads per guest)	Thursday	Friday	Saturday	Lord's Day
Shoe Cleaning	Thursday	Friday	Saturday	Lord's Day
Hot/Cold Drinks - Morning & Evening	Thursday	Friday	Saturday	Lord's Day
Bedroom Refresh (e.g. top up water bottles, freshen towels, empty bins, wipe over ensuite)	Thursday	Friday	Saturday	Lord's Day