The Small Gathering Planner

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Plan a welcoming meal around your space, time, and budget. Confirm dietary needs directly with guests and use ingredient labels when planning dishes.

Occasion / date / serving time

Host / guest count / budget

Dietary needs and ingredient questions to confirm

Course / dish	Recipe or source	Servings	Serving dish / utensil

Table, seating, and simple finishing touches

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Gathering preparation timeline

Work backward from serving time. Plan refrigeration, cooking equipment, and last-minute tasks before setting the schedule.

When / time	Task	Who	Equipment / storage

Before guests arrive

☐ Confirm the menu, guest count, and ingredient needs.

☐ Check refrigerator space, serving utensils, and seating.

☐ Use authoritative guidance for cooking, holding, and storing food.

☐ Make room for prompt cleanup and storage after the meal.

Food-safety reference: https://www.foodsafety.gov/keep-food-safe/4-steps-to-food-safety

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Shopping and contributions

Item / dish	Quantity	Buy / guest bringing	Confirmed

Serving notes — dishes, utensils, outlets, and table space

After the gathering — what worked and what to change

For contributions, confirm ingredients with the person preparing the dish. An ingredient card is not an allergy-safety guarantee.

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