

Dinner & Drinks Host Guide

Welcome

Hosting a dinner and drinks event is about creating a relaxed, enjoyable atmosphere where guests feel comfortable, welcomed, and taken care of. This guide will help you host smoothly and confidently.

Before the Event

- Confirm guest list and dietary restrictions.
- Plan food and drinks quantities (extra is better than running out).
- Prepare playlists, lighting, and seating areas.
- Set a clear start time but expect staggered arrivals.

Food & Drinks Tips

- Serve easy-to-eat food that doesn't require constant attention.
- Offer at least one non-alcoholic drink option.
- Label drinks or create a small drink station for self-service.
- Avoid overcomplicated menus — simplicity wins.

During the Event

- Greet each guest personally when they arrive.
- Introduce guests who don't know each other.
- Keep an eye on drinks and snacks, refilling when needed.
- Read the room — adjust music, lighting, or pacing as needed.

Responsible Hosting

- Encourage water breaks between alcoholic drinks.
- Never pressure guests to drink.
- Arrange transport options for guests who need it.
- Know when to slow down or stop serving alcohol.

Ending the Night

- Signal the wind-down with softer music or dessert.
- Thank guests personally as they leave.
- Ensure everyone gets home safely.

Final Tip

A great host isn't perfect — they're present. Relax, enjoy your guests, and remember that your energy sets the tone for the entire night.