



## Preparing for Holiday Visitors

The season is fast approaching and company is going to be here before we know it. Here are a few things to help you prepare for your upcoming guests:

**Confirmation** - Get an idea of who is coming and when.

**Activities** - What do they want to do while they are visiting? Will you have to book any dining reservations or order concert tickets?

**Schedules** - Do they have plans with other people so that you know when to include them in your plans?

**Allergies** - Are there any allergies that you have to work around?  
**Limitations** - Do they have any special requests? Do they have any limitations?

**Sleeping arrangements** - Where are they sleeping? Do you have enough pillows, sheets, comforters, blankets, and air mattresses?

**Toiletries** - Do you have nice towels for them? Will you be putting together a little basket with some special supplies, such as extra toothbrushes, face cream, shampoo, and conditioner?

A few other items to think about are: call a housecleaner because they book up fast! Give yourself some extra time with grocery shopping, and you may also have to stock up the bar. Therefore, budget accordingly. Lastly, plan a meal menu. This may make it easier on you. You may even consider taking a night off and ordering some pizza.

### Upcoming Events:

I will be at Howell Carnegie District Library on Tuesday, Jan. 12, 2016 from 7:00-8:00 pm. Here is their address: 314 W. Grand River, Howell, MI, 48843. I will be giving a general organizing workshop on helping people start their New Year's off on the right foot.

Happy Organizing!

Your local professional organizer,  
Betty Huotari

P.S. If you would like to share this email with a friend, please pass it along and if they would like to be added to my list, have them send me an email. If you would like to unsubscribe to the monthly news-letter, please send an email to [betty@logicalplacement.com](mailto:betty@logicalplacement.com).

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