

HOST A BOOK TASTING

Planning Timeline & Checklist



EVENT DATE: _____

GUEST RSVPs: _____

3-4 WEEKS BEFORE

CHOOSE YOUR EVENT DETAILS

- ☐ Pick a date and time
- ☐ Decide on guest count (ideal: 6-20 guests)
- ☐ Choose your location
- ☐ Set your budget

SELECT YOUR BOOK TASTING THEME

- ☐ Decide on genres or "courses"
- ☐ Choose a structure:
 - Starters = trending fiction
 - Main Course = mystery/thriller
 - Dessert = romance/dark romance
- ☐ Gather books from:
 - Personal shelves
 - Library
 - Friends
 - Guest recommendations
- ☐ Ask guests to bring one book suggestion



2-3 WEEKS BEFORE

PLAN YOUR FOOD & DRINK MENU

Starter Course

- ☐ Charcuterie cups
- ☐ Cheese boards
- ☐ Crostini
- ☐ Sparkling lemonade

Main Course

- ☐ Sliders
- ☐ Flatbread pizza
- ☐ Spinach dip
- ☐ Meatballs

Dessert Course

- ☐ Cheesecake bites
- ☐ Chocolate mousse cups
- ☐ Strawberry tarts
- ☐ Espresso martinis/mocktails

PLAN INTERACTIVE ACTIVITIES

- ☐ Create book rating cards
- ☐ Plan speed-book-dating rotations
- ☐ Prepare literary trivia questions
- ☐ Gather small prizes:
 - Bookmarks
 - Mini journals
 - Candy or chocolate



2 WEEKS BEFORE

Send Invitations

- ☐ Send Canva invites, Evites, texts, or printable library card invites
- Include:
- Date & time
 - Theme/genres
 - Rotation schedule
 - What guests should bring

Plan Your Stations

- ☐ Assign genres to tables
- ☐ Select 2-3 books per station
- ☐ Print book summary cards
- ☐ Create rating sheets

Decor Ideas

- ☐ Vintage book stacks
- ☐ Candles or fairy lights
- ☐ Framed book quotes
- ☐ Library card labels
- ☐ DIY paper roses



1 WEEK BEFORE

Prepare Supplies

- ☐ Plates and napkins
- ☐ Cups and utensils
- ☐ Tablecloths
- ☐ Pens or pencils
- ☐ Scorecards

- ☐ Printed reading lists
- ☐ Trivia sheets
- ☐ Guest prizes

Build Station Decor

Mystery Station

- ☐ Magnifying glass
- ☐ Flashlight or candle

Romance Station

- ☐ Flowers
- ☐ Soft lighting
- ☐ Dessert plates

Fantasy Station

- ☐ Crystals or decorative keys
- ☐ Dark table linens

2-3 DAYS BEFORE

Final Prep

- ☐ Confirm guest attendance
- ☐ Purchase food and drinks
- ☐ Prep desserts and appetizers
- ☐ Charge speakers or lighting if using
- ☐ Print extra materials

Create Rotation Schedule

Suggested format:

- ☐ 10-12 minute rounds
- ☐ Read summary
- ☐ Read first page
- ☐ Group discussion
- ☐ Rate the book
- ☐ Rotate to next table

DURING THE EVENT

- ☐ Welcome guests
- ☐ Explain rotation rules
- ☐ Keep rounds on schedule
- ☐ Encourage guests to photograph books they want to read
- ☐ Announce "Book Club Pick of the Month" winner
- ☐ Take photos throughout the night

AFTER THE PARTY

WRAP-UP TASKS

- ☐ Send thank-you messages
- ☐ Share winning book list
- ☐ Email or post recommendation lists
- ☐ Share party photos
- ☐ Save printables for next event

OPTIONAL BONUS

- ☐ Start planning your next theme:

- Cozy mystery night
- Holiday romance tasting
- Beach reads tasting
- Fantasy worlds theme
- Historical fiction tasting

- _____
- _____

DAY OF THE PARTY

SETUP CHECKLIST

- ☐ Arrange book tasting stations
- ☐ Display books upright
- ☐ Set out summary cards
- ☐ Add themed decor to each table
- ☐ Prepare food stations
- ☐ Chill drinks
- ☐ Set up trivia/prize area
- ☐ Put pens and scorecards at tables

