



## Organizing etiquette - how to prepare a guest room to make visitors feel welcome

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Welcome your guests by organizing a comfortable space for their stay.  
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Whether it's your mother, a close friend, or a former college roommate coming to visit, there are some basic steps to organize your guest room to make their stay comfortable. [GoodHousekeeping.com](#) provides a list - and some extras - to help you prepare for a pleasant visit:

**Bedside table.** This is required for some essentials as well as some niceties for your guest.

**Drink of water.** Provide a bottle or plastic tumbler of water on the bedside table.

**Reading light.** Not only is this handy for reading to relax, it will light the way around the room and to the bathroom if needed.

**Clock.** Most people like to know what time it is if they wake up in the dark, and it's even more helpful if the clock has an alarm to help guests get up for activities, breakfast, and appointments.

**Accessible and unused AC outlet.** Most guests have a cell phone that they will want to charge at night.

**Door that latches.** As much as they enjoy your company, your guests will appreciate some privacy as well. Assure that your guest room has a door that latches to keep out extraneous noise, wandering pets, and curious children.

**Comfy bed.** High, old-fashioned beds can be difficult for small children and the elderly to get in and out of. Likewise, a low-to-the-floor platform can be hard on those with arthritis or joint issues. If your mattress is firm, consider a foam cushion or mattress topper.

**Blankets and pillows.** Take inventory of your spare pillows and extra blankets. Couch cushions do not make for comfortable sleeping. If you have the storage space, you might as well err on the side of having too many linens. As you prepare for your guest, unfold some sheets and blankets to make sure they're clean don't smell musty. Consider dry cleaning your blankets and duvets. If you have down comforters or pillows, check to be sure your guests aren't allergic.

**Suitable temperature.** Make sure the room is warm or cool enough. Temperature preference is highly personal, so you can anticipate your guests' needs by supplying extra blankets, a space heater, or a fan.

**Easy bathroom access.** You can't change the location of your guest room, so check to see that there is ample lighting, such as a hall lamp or nightlight, to guide the way.

**Welcoming environment.** If your spare room doubles as an office or child's playroom, remove anything you'll need during your visitors' stay. And clear it out. Don't make your guest stay in a cluttered environment that makes them feel like they're rooming in your storage closet. Likewise, clear out drawers and closet space and provide plenty of hangers and drawer space for them.

**Special needs.** Anticipate your guests' needs — does the room need to be child-proofed? Are your guests allergic to pets?

**Hazard control.** Evaluate your guest room for precarious situations, using a fresh eye. Check that all area rugs are slip-free. Remove anything that might pose a hazard or cause your guest to stub a toe, knock something over, trip or slip.

**Extra credit.** Little touches that can go a long way:

- ✓ Spritz the bed sheets with a lightly scented spray
- ✓ Put out a basket of toiletries and fresh towels
- ✓ Stock the room with magazines and books
- ✓ Spruce up the room with a vase of flowers

Share your ideas here for making guests feel welcome.

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