

Prepare a guest welcome tray

Welcome tray - sample • Sep 20, 2026 at 1:13 PM

A simple repeatable setup for a guest room or shared kitchen. Fictional worked example.



The finished arrangement. AI-generated illustrative input.

SET IT UP

1. Start with a clean, dry tray on a stable counter.
2. Add two clean mugs and two teaspoons.
3. Place the closed coffee jar and tea tin at the back.
4. Fold two clean napkins and place them at the front.
5. Take a reference photo so someone else can reset the tray.

READY CHECK

- ☐ Mugs and spoons are clean.
- ☐ Containers are closed and clearly labeled.
- ☐ Tray is easy to lift without anything sliding.

WHY THIS FORMAT HELPS

A photo plus a few steps can replace repeated explanations. This example does not measure time saved.