Checklist for Hosting A Shiva

Chairs
Yarmulkes
Prayer books (for minyan)

Paper plates
Plastic cups
Coffee cups
Napkins
Plastic ware
Trash bags
Paper towels
Tissues
Toilet Paper

Ice/Ice Bucket
Soda
Seltzer
Water
Coffee (decaf and regular)
Hot water (for tea)
Tea bags
Milk/Cream/Half and Half
Sweetener

Food -- Usually Dairy or Pareve: Most food is brought by attendees, but it is nice to have some of these items to start off
Cheese and crackers
Fruit, cut up
Veggies, dip
Cookies/small sweets

If the burial is local, a real meal should be prepared for the family so they can eat upon arrival at home.

If the family members are observant, ask whether they would like mirrors covered, a bowl of water at the front door and hard boiled eggs.

Here are some good resources about Jewish funeral/shiva preparations:

http://www.shiva.com
http://www.shivaconnect.com