CHRISTMAS POTLUCK SIGN-UP SHEET

Set the details and let everyone claim a dish so the table stays balanced. Fill it in on screen and share it with the team, or print it for the break room.

POTLUCK DETAILS

POTLUCK DATE

START TIME

END TIME

LOCATION (ROOM OR FLOOR)

EXPECTED HEADCOUNT

ORGANIZER

SIGN-UP DEADLINE

COMPANY COVERS (OPTIONAL)

TABLE PLAN

A balanced mix for a team of about 20. Change the targets to fit your headcount.

CATEGORY	TARGET	GOOD FITS
Appetizers	4	Veggie platter, pinwheels, dips, sausage balls
Mains	3	Slow-cooker meatballs, sliders, soup, a vegetarian main
Sides	3	Hash brown casserole, Brussels sprouts, kale salad, bread
No-cook / store-bought	3	Snack mix, cheese ball, fruit skewers, bakery cookies
Desserts	3	Peppermint bark, gingerbread bars, crinkle cookies
Drinks	2	Peppermint hot chocolate, eggnog with a dairy-free option
Supplies & decor	2	Plates, napkins, serving spoons, labels, ice, decorations

DISH SIGN-UP

Claim a slot, list what is in your dish, and tick its dietary tags. Add anything you need on the day.

Tags: VEG vegetarian VGN vegan GF gluten-free DF dairy-free NF nut-free

Appetizers

Finger foods and dips people can grab between conversations.

DISH	BROUGHT BY	SERVES	VEG	VGN	GF	DF	NF	CONTAINS	NEEDS
		Select	☐	☐	☐	☐	☐		Select
		Select	☐	☐	☐	☐	☐		Select
		Select	☐	☐	☐	☐	☐		Select
		Select	☐	☐	☐	☐	☐		Select

Mains

Dishes that hold in a slow cooker or at room temperature. Include a vegetarian main.

DISH	BROUGHT BY	SERVES	VEG	VGN	GF	DF	NF	CONTAINS	NEEDS
		Select	☐	☐	☐	☐	☐		Select
		Select	☐	☐	☐	☐	☐		Select
		Select	☐	☐	☐	☐	☐		Select

Sides

Casseroles, salads, and breads that round out a plate.

DISH	BROUGHT BY	SERVES	VEG	VGN	GF	DF	NF	CONTAINS	NEEDS
		Select	☐	☐	☐	☐	☐		Select
		Select	☐	☐	☐	☐	☐		Select
		Select	☐	☐	☐	☐	☐		Select

No-Cook and Store-Bought

Store-bought counts. Arrange it on a platter and it fits right in.

DISH	BROUGHT BY	SERVES	VEG	VGN	GF	DF	NF	CONTAINS	NEEDS
		Select	☐	☐	☐	☐	☐		Select
		Select	☐	☐	☐	☐	☐		Select
		Select	☐	☐	☐	☐	☐		Select

Desserts

Pre-cut or individually portioned is easiest at the office.

DISH	BROUGHT BY	SERVES	VEG	VGN	GF	DF	NF	CONTAINS	NEEDS
		Select	☐	☐	☐	☐	☐		Select
		Select	☐	☐	☐	☐	☐		Select
		Select	☐	☐	☐	☐	☐		Select

Drinks

Non-alcoholic, with at least one dairy-free option.

DISH	BROUGHT BY	SERVES	VEG	VGN	GF	DF	NF	CONTAINS	NEEDS
		Select	☐	☐	☐	☐	☐		Select
		Select	☐	☐	☐	☐	☐		Select

Supplies and Decor

Plates, napkins, cups, serving spoons, dish labels, ice, and a few decorations.

ITEM	BROUGHT BY	NOTES

DAY-OF RUN SHEET

Fill in times and owners. Edit the suggested tasks to match your potluck.

TIME	TASK	OWNER	DONE
	Clear fridge space and check outlets near the table		☐
	Set out plates, serving spoons, and dish labels		☐
	Plug in slow cookers across separate outlets		☐
	Potluck starts		☐
	Put perishables away within two hours		☐
	Pack leftovers and clean up the table		☐

DISH LABELS

Fill in a card for each dish, print the page, and cut along the dashed lines. Fold or tape one next to every dish.

MERRY EATING Christmas Potluck

DISH

MADE BY

☐ VEG ☐ VGN ☐ GF ☐ DF ☐ NF

CONTAINS

MERRY EATING Christmas Potluck

DISH

MADE BY

☐ VEG ☐ VGN ☐ GF ☐ DF ☐ NF

CONTAINS

MERRY EATING Christmas Potluck

DISH

MADE BY

☐ VEG ☐ VGN ☐ GF ☐ DF ☐ NF

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CONTAINS

MERRY EATING Christmas Potluck

DISH

MADE BY

☐ VEG ☐ VGN ☐ GF ☐ DF ☐ NF

CONTAINS