The Ultimate Holiday Cookie Exchange Checklist

Date: Time:

Location: # of Guests:

4 Weeks before

Invite friends

* Make sure not everyone is bringing the same kind of cookies

Determine how many cookies will be made per person

* There should be at least a ½ to a dozen cookies per guest (If you are having 10 guests, then each person should bring at least 5 dozen cookies)

Set ground rules

* Cookies should be home-made or from bakery (for non-bakers)

2 Weeks before

Check RSVPs and find out who is making what

* You may have to suggest for someone to change what they are brining if more than one person indicates the same cookie

Decide what cookie you are making and buy ingredients

* May be a good idea to buy in bulk, since you will be making several dozen

Determine what other food and drink you will be serving

* Lean towards savory snacks as you will probably be nibbling on cookies already

1 Week before

Gather supplies

* Make sure your tables and set-up areas will be big enough to hold all the cookies that will come
* You will need multiple serving trays, tongs, and extra packaging for take home
* Make sure you have everything for a children’s table if kids are invited (precut gingerbread cookies & things to decorate, coloring books, crayons, drawing paper)

2 Days before

Bake your own cookies

* If you want to, you can make your cookies more than a couple of days before, but then freeze them until the day before the Cookie Exchange
* Or some cookie doughs can be made well in advance and frozen, to be baked 2 days before.

The day before

Set up the room

* Decorate the table(s) and rearrange the furniture so the guests can walk around the cookies freely
* If you have pets, you might want to make sure they can’t get in that room once it is ready

Prep your appetizers

Thaw any frozen cookies you might be going to bake

The day of the Cookie Exchange

Set out the appetizers and drinks

* If you have to heat something, set a timer so you don’t forget to pop them in the oven in time.

Make a plan as to how guests will move around the cookie station(s)

The day after the Cookie Exchange

Make plans to return containers to owners if any were left there

Contact anyone who hasn’t provided a recipe yet to see if they are going to

Send Thank You emails or cards

* Include any pictures you may have taken with the email (if persons in photo are willing)