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)