

Cookie Exchange Checklist

ASAP:

- ☐ Determine guest list
- ☐ Set the date/time
- ☐ Set up your party SignUp — we'll send invitations!

Two weeks before:

- ☐ Plan menu (if serving food other than treats)
- ☐ Make a shopping list
- ☐ Collect recipes from guests
- ☐ Check RSVPs



One week before:

- ☐ Purchase your drinks, items for decorating cookies, & other supplies (decorations, paper goods, crayons/markers, etc.)
- ☐ Buy/gather serving trays
- ☐ Print out allergy and recipe cards, combine recipes into booklet for guests
- ☐ Create a playlist
- ☐ SignUp automatically sends reminders to participants!

Three days before:

- ☐ Shop for baking ingredients
- ☐ Bake sugar cookies for decorating station

Two days before:

- ☐ Make your treats (can make ahead and freeze)
- ☐ Decorate the room & set up tables, paper goods, kids' area



One day before:

- ☐ Thaw frozen cookies
- ☐ Prepare appetizers, refrigerate cold drinks
- ☐ Set up platters and allergy cards

Day of the party:

- ☐ Cook party foods
- ☐ Set up a cookie decorating & drink stations
- ☐ Put out cookies and food
- ☐ Enjoy the party!