



# PERFECT POTLUCK PLANNER

## 3-4 WEEKS AHEAD

- ☐ Choose a Date, time, location and a theme
- ☐ Create a guest list
- ☐ Create a sign up document (or use our free download)
- ☐ Complete and send invitations

## 3-5 DAYS BEFORE

- ☐ Check Sign up List Send out a reminder to guests
- ☐ Purchase outstanding decor or serving needs.
- ☐ Create a music playlist (optional but adds ambiance)
- ☐ Confirm rentals or deliveries – if applicable

## THE DAY BEFORE

- ☐ Clean and declutter
- ☐ Set up tables, including linens, cutlery, receiving tables, buffet tables and seating
- ☐ Clean closets
- ☐ Decorate and add extras (rugs, slipper baskets, boot trays, etc)
- ☐ Place trivets, pot holders and hot pads on buffet table
- ☐ Measure doorways and make accommodations for accessibility needs.(Wheelchairs, walkers, high chairs)
- ☐ Make space in refrigerator(s) or coolers.

## POTLUCK DAY

- ☐ Set up live senterpieces
- ☐ ReCheck the Checklist and do a walk through, through the eyes of a guest
- ☐ Cook or chill food items
- ☐ Assemble food containers for leftovers
- ☐ Prepare and create space for recycling bins and garbage containers.

## FOOD AND DRINK CATEGORIES

- ☐ Appetizers
- ☐ Main Dishes
- ☐ Side Dishes
- ☐ Salads
- ☐ Desserts
- ☐ Condiments, dips, gravies and sauces
- ☐ Coffee, tes
- ☐ Cold Drinks – non alcoholic
- ☐ Alcoholic beverages (if applicable)

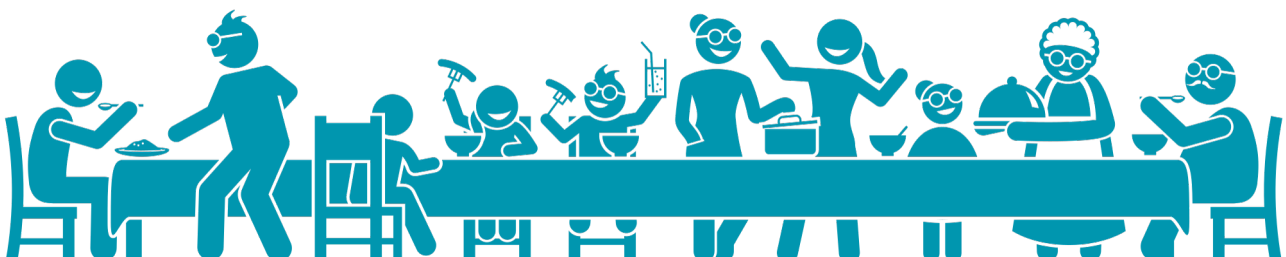
## NOTES

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# Potluck Planner

## SIGN UP SHEET

*Date & Time* \_\_\_\_\_ *Location* \_\_\_\_\_

*Theme -or Occasion* \_\_\_\_\_

### APPETIZERS

*Name*

*Bringing*

_____	_____
_____	_____
_____	_____
_____	_____

### MAIN DISHES - MEAT BASED

*Name*

*Bringing*

_____	_____
_____	_____
_____	_____
_____	_____

### MAIN DISHES - NON MEAT

*Name*

*(ringing*

_____	_____
_____	_____
_____	_____
_____	_____

### SIDES

*Name*

*ringing*

_____	_____
_____	_____
_____	_____
_____	_____

### SALADS

*Name*

*Bringing*

_____	_____
_____	_____
_____	_____
_____	_____

### SPECIAL DIETARY NEEDS

*Name*

*Bringing*

_____	_____
_____	_____
_____	_____
_____	_____

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*Theme -or Occasion* \_\_\_\_\_

# Potluck Planner

## SIGN UP SHEET

*Date & Time* \_\_\_\_\_

*Location* \_\_\_\_\_

### DESSERTS

*Name*

*Bringing*

_____	_____
_____	_____
_____	_____
_____	_____

### BEVERAGES

*Name*

*Bringing*

_____	_____
_____	_____
_____	_____
_____	_____

### CONDIMENTS

*Name*

*(ringing*

_____	_____
_____	_____
_____	_____
_____	_____

### OTHER

*Name*

*ringing*

_____	_____
_____	_____
_____	_____
_____	_____

### NOTES

_____
_____
_____
_____