

Cookie Exchange Checklist & Sign-Up Sheet (Free PDF)

Host a holiday cookie swap without the guesswork: track who is baking what and how many, collect ingredient notes, and tick off host supplies and swap-day tasks.

Baker	Cookie	Dozens	Main ingredients / allergens	Recipe sent	Arrived

Cookies per baker: _____ **Bring-home containers:** _____

Planning

- ☐ Pick a date, time and place
- ☐ Decide the swap rule: how many cookies each baker brings
- ☐ Send invitations three to four weeks ahead
- ☐ Ask bakers to claim a cookie so there are no duplicates
- ☐ Ask each baker to share main ingredients and common allergens
- ☐ Ask for recipes or recipe cards to share

Host supplies

- ☐ Table space with a spot and label card for each baker
- ☐ Pens and blank labels
- ☐ Plates, napkins and a few serving tongs
- ☐ Extra boxes, tins or bags for taking cookies home
- ☐ Drinks, including non-alcoholic options
- ☐ A few savory snacks to balance the sweets

Swap day

- ☐ Set out labels with cookie name, baker and ingredient notes
- ☐ Arrange cookies by type so guests can browse
- ☐ Explain how the swap works
- ☐ Let everyone fill their containers in rounds
- ☐ Share or collect recipes
- ☐ Send leftovers home with guests