

Office Potluck Sign Up Sheet



Department or Team: _____

Event Name: _____

Date: _____

Time: _____

Break Room / Location: _____

Organizer: _____ Contact Info: _____

1. FOOD SIGN UP

Please sign up for the dish or item you plan to bring.

Employee Name	Dish or Item	Category (Main / Side / Salad / Dessert / Other)	Serves (Approx.)	Needs Heating / Fridge? (Yes / No)

2. SHARED SUPPLIES / ITEMS

Help us have everything we need!

Supplies / Item	Volunteer Name	Quantity

Examples: Plates, Napkins, Cups, Utensils, Drinks, Ice, Chips, Condiments, etc.

3. SETUP & CLEANUP HELP

Many hands make light work!

SETUP HELP (Arrive before the event)

☐ Name: _____ Time: _____

☐ Name: _____ Time: _____

☐ Name: _____ Time: _____

CLEANUP HELP (After the event)

☐ Name: _____ Time: _____

☐ Name: _____ Time: _____

☐ Name: _____ Time: _____

————— ♡ Thank you for helping make our potluck a success! ♡ —————