



OFFICE POTLUCK

= Sign Up Sheet =

DEPARTMENT: _____

BREAK ROOM OR LOCATION: _____

EVENT: _____

COORDINATOR: _____

DATE: _____

TIME: _____

EMPLOYEE NAME	DISH OR ITEM	CATEGORY (e.g., Main, Side, Dessert, Drink)	HEATING NEEDED (Yes / No)	NOTES (Ingredients, Allergens, Other)

SETUP & CLEANUP VOLUNTEERS



SETUP VOLUNTEERS	
NAME	TASK
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

CLEANUP VOLUNTEERS	
NAME	TASK
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____



Thank you for contributing and helping make our event a success!

