



Potluck Food Signup Sheet

EVENT DETAILS

Occasion: _____

Host: _____

Date: _____

Contact: _____

Time: _____

Instructions: _____

Place: _____

NAME	FOOD OR ITEM	CATEGORY (e.g., Main Dish, Side, Dessert, Drink, etc.)	QUANTITY (e.g., Serves 8)	UTENSILS NEEDED? (Yes / No)	NOTES (Allergens, reheating info, dietary friendly, etc.)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

PARTY ESSENTIALS

Plates ☐

Cups ☐

Napkins ☐

Cutlery ☐

Serving Spoons ☐

Ice ☐

Drinks ☐

Trash Bags ☐

♥ Thank you for helping make this a great gathering! ♥