

Potluck Food and Supplies Sign Up Sheet

Event Name: _____

Time: _____

Date: _____

Host: _____

Location: _____

Contact: _____

1

FOOD ITEMS

NAME	ITEM	SERVES
APPETIZERS		
MAIN DISHES		
SIDE DISHES		
DESSERTS		
DRINKS		

2

SUPPLIES

NAME	SUPPLY ITEM	QUANTITY
	ICE	
	PLATES	
	CUPS	
	NAPKINS	
	UTENSILS	
	SERVING SPOONS	
	TABLECLOTHS	
	CONDIMENTS	
	CLEANUP SUPPLIES	

VOLUNTEER HELP

- ☐ SETUP _____
- ☐ SERVING _____
- ☐ CLEANUP _____

Thank you for helping make our event a success! 