

Potluck Sign Up Sheet With Dietary Information

Event Name: _____

Host: _____

Date: _____ Time: _____

Location: _____

Contact: _____

Guest Name	Dish	Category (See options below)	Serves (Approx.)	Dietary Notes (See examples below)	Allergens (See examples below)	Hot or Cold	Needs Heating/ Refrigeration (Yes/No)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							

DIETARY NOTES & ALLERGEN EXAMPLES (Reference Guide)

Dietary Note Examples:

- Vegetarian – No meat, poultry, or seafood.
- Vegan – No animal products (no meat, dairy, eggs, or honey).
- Gluten-Free – No wheat, barley, rye, or products containing gluten.
- Dairy-Free – No milk, cheese, butter, or other dairy products.
- Nut-Free – No tree nuts or peanuts.
- Low-Sodium – Reduced or no added salt.
- Sugar-Free / Low-Sugar – No or minimal added sugars.
- Paleo – No grains, legumes, dairy, or processed foods.
- Keto – Low-carb, high-fat; no grains or sugar.
- Halal – Prepared according to halal guidelines.
- Kosher – Prepared according to kosher guidelines.
- Other: _____

Allergen Examples:

- Peanuts
- Tree Nuts (almonds, walnuts, cashews, etc.)
- Milk / Dairy
- Eggs
- Wheat / Gluten
- Soy
- Fish
- Shellfish
- Sesame
- Mustard
- Other: _____



IMPORTANT: Please label your dish with its name and all dietary/allergen information.
This helps everyone enjoy the meal safely. Thank you!