



The
KREATIVE
Life

POTLUCK Planner



GOOD FOOD. GREAT PEOPLE.
memorable moments.



THIS PLANNER BELONGS TO:



The
KREATIVE
Life



www.thekreativelife.com

GUEST LIST & Food Assignment

TRACKER



EVENT: _____ DATE: _____

Let's work together to make this a delicious and memorable gathering! ♥

GUEST NAME	CONTACT INFO	WHAT THEY'LL BRING	CATEGORY (APPETIZER, MAIN, SIDE, DESSERT, DRINK, OTHER)	NOTES (ALLERGIES, DIETARY NEEDS, ETC.)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
15				

MENU OVERVIEW

☐ APPETIZERS

☐ MAIN DISHES

☐ SIDE DISHES

☐ DESSERTS

☐ DRINKS

☐ OTHER

NOTES: _____





SHOPPING & SUPPLIES Checklist



PLAN AHEAD. STAY ORGANIZED. ENJOY TOGETHER. 



FOOD & DRINKS

- ☐ Appetizers / Snacks
- ☐ Main Dishes
- ☐ Side Dishes
- ☐ Salads
- ☐ Bread / Rolls
- ☐ Desserts
- ☐ Fruits
- ☐ Drinks (Non-Alcoholic)
- ☐ Drinks (Alcoholic)
- ☐ Ice
- ☐ Condiments / Sauces
- ☐ Other _____



TABLEWARE

- ☐ Plates (Dinner)
- ☐ Plates (Dessert)
- ☐ Bowls
- ☐ Cups
- ☐ Forks
- ☐ Knives
- ☐ Spoons
- ☐ Napkins
- ☐ Paper Towels
- ☐ Straws
- ☐ Serving Utensils
- ☐ Other _____



SERVING SUPPLIES

- ☐ Serving Platters
- ☐ Serving Bowls
- ☐ Trays
- ☐ Tongs
- ☐ Ladles
- ☐ Serving Spoons
- ☐ Cake / Pie Server
- ☐ Chafing Dishes / Sternos
- ☐ Slow Cooker / Hot Pot
- ☐ Cooling Rack
- ☐ Aluminum Foil
- ☐ Other _____



CLEAN UP SUPPLIES

- ☐ Trash Bags
- ☐ Dish Soap
- ☐ Sponges / Scrubbers
- ☐ Disinfecting Wipes
- ☐ Hand Soap / Sanitizer
- ☐ Dish Towels
- ☐ Aluminum Foil
- ☐ Plastic Wrap
- ☐ Leftover Containers
- ☐ Zip Top Bags
- ☐ Other _____



EXTRAS & AMENITIES

- ☐ Tablecloths / Runners
- ☐ Decorations / Centerpieces
- ☐ Candles / Lights
- ☐ Music / Speaker
- ☐ Games / Activities
- ☐ Extra Seating
- ☐ Blankets / Throws (if needed)
- ☐ Name Tags / Labels
- ☐ Pens / Markers
- ☐ Other _____

DON'T FORGET!

- ☐ Check with guests on what they're bringing
- ☐ Confirm dietary restrictions / allergies
- ☐ Label serving dishes
- ☐ Set up serving stations
- ☐ Have fun & enjoy the time together!



NOTES: _____





PARTY DAY NOTES & Leftovers Planner



♥ THE DETAILS THAT MAKE GREAT GATHERINGS MEMORABLE ♥

SCHEDULE & TIMELINE

8:00 AM _____

9:00 AM _____

10:00 AM _____

11:00 AM _____

12:00 PM _____

1:00 PM _____

2:00 PM _____

3:00 PM _____

4:00 PM _____

5:00 PM _____

6:00 PM _____

7:00 PM _____

8:00 PM _____

9:00 PM _____

10:00 PM _____

A little planning today = a beautiful day together! ♥

LAST MINUTE CHECKLIST

- ☐ Tables & chairs set up
- ☐ Serving dishes & utensils ready
- ☐ Food & drinks arranged
- ☐ Drinks & ice ready
- ☐ Napkins, plates, cups, utensils out
- ☐ Trash cans emptied / bags in place
- ☐ Music / entertainment ready
- ☐ Restrooms stocked
- ☐ Lights, candles, decor set
- ☐ Extra foil, wrap & containers out
- ☐ Other _____
- ☐ _____



IMPORTANT CONTACTS

Host: _____

Co-Host / Helper: _____

Neighbor / Backup: _____

Other: _____

Other: _____

SPECIAL NOTES



GRATEFUL FOR

LEFTOVERS PLANNER

LET'S SEND THE YUMMY FOOD HOME!

DISH / ITEM	FROM	GOING HOME WITH	NOTES
♥ _____	_____	_____	_____
♥ _____	_____	_____	_____
♥ _____	_____	_____	_____
♥ _____	_____	_____	_____



Good food. Great people. Beautiful memories. ♥

