

Potluck coordination paper kit

Project pack / Component files and their use order

A USEFUL SET, IN ONE PLACE

This packet gathers the resources listed below. Use the individual pages as needed; included planning sheets do not replace specialist instructions.

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PRINT AND USE

Select the same paper size throughout the packet. Use actual-size printing for cutouts or grids. Check each resource's own reference marker where supplied: lengths can differ.

For cutting or assembly, make one trial first. Keep instructions and answer pages with their matching resource. These components are reused intentionally; the pack is a convenience collection.

Potluck coordination sheet

Add your plans, notes and next steps. Keep quantities and measurements with their units.

EVENT

DATE

COORDINATOR

GUEST	DISH	SERVING NOTES	CONFIRMED

INGREDIENTS SUPPLIED BY COOKS

TRANSPORT NEEDS

Potluck dish transport labels

86 x 54 mm cut outlines / No branded sticker-stock compatibility claimed

Dish

Made by

Ingredients

Serving notes

Container owner

Notes

Dish

Made by

Ingredients

Serving notes

Container owner

Notes

Dish

Made by

Ingredients

Serving notes

Container owner

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Notes

Buffet ingredient information cards

86 x 54 mm cut outlines / No branded sticker-stock compatibility claimed

Dish name

Made by

Ingredients

Serving notes

Container owner

Other notes

Dish name

Made by

Ingredients

Serving notes

Container owner

Other notes

Dish name

Made by

Ingredients

Serving notes

Container owner

Other notes

Dish name

Made by

Ingredients

Serving notes

Container owner

Other notes

Dish name

Made by

Ingredients

Serving notes

Container owner

Other notes

Dish name

Made by

Ingredients

Serving notes

Container owner

Other notes

Event clean-up task board

Add your plans, notes and next steps. Keep quantities and measurements with their units.

EVENT

DATE

COORDINATOR

ZONE	TASK	OWNER	DONE

RETURNS

WASTE SORTING