Friendsgiving Potluck Planner

Who is bringing what, and the ground rules that keep dinner easy.

Date: _____ Start time: _____ Guests: _____

Allergies / dietary needs: _____

What the host covers

- ☐ Main dish (turkey, turkey breast, or vegetarian main)
- ☐ Gravy
- ☐ Welcome drink and basic beverages
- ☐ Plates, cutlery, glasses, napkins, and serving utensils

What guests bring (one name per line)

- ☐ Mashed or sweet potatoes _____
- ☐ Stuffing or dressing _____
- ☐ Vegetable side or casserole _____
- ☐ Cranberry sauce _____
- ☐ Rolls and butter _____
- ☐ Salad _____
- ☐ Pie _____
- ☐ Handheld dessert _____
- ☐ Wine, beer, or non-alcoholic option _____
- ☐ Extra: _____ _____

Potluck ground rules

- ☐ Dishes arrive ready to serve
- ☐ Tell the host if a dish needs oven space, a slow cooker, or an outlet
- ☐ Label every dish, including major allergens
- ☐ Plan leftovers to go home in containers

Oven and counter plan

_____

_____

_____

Tablescape and Timeline

Set the table the day before and keep the host to-do list short.

Tablescape checklist

The base

- [ ] Tablecloth, runner, or kraft paper
- [ ] Chargers or placemats
- [ ] Plates and silverware (plus extras)
- [ ] Water and wine glasses
- [ ] Cloth napkins

The centerpiece

- [ ] Mini pumpkins, gourds, or fruit
- [ ] Low branches or flowers
- [ ] Candles at different heights
- [ ] Room left for serving dishes

Personal touches

- [ ] Place cards or name tags
- [ ] Thankful card at each seat
- [ ] Playlist ready
- [ ] Game or conversation starter

Host timeline

1 to 2 weeks before

- [ ] Confirm headcount and dish sign-ups
- [ ] Order turkey if needed
- [ ] Buy drinks, candles, and table supplies
- [ ] Make gravy base and freeze it

3 to 4 days before

- [ ] Thaw turkey in the refrigerator
- [ ] Send guests arrival time and oven plan
- [ ] Clear fridge space for guest dishes

The day before

- [ ] Set the table and centerpiece
- [ ] Set up the drink station
- [ ] Write labels and place cards
- [ ] Prep the turkey for roasting

Party day

- [ ] Roast turkey and let it rest
- [ ] Light candles and start the playlist
- [ ] Set out appetizers and welcome drink
- [ ] Refrigerate leftovers within two hours

Notes for next year