

This is to be used as a template and a demo.

How to setup a shared sign up sheet:

Review each tab included in this workbook before reading the rest of the instructions

Use MS365 to share a working spreadsheet that shows real time information

List the supplies you want people to sign up to bring

Consider how many people will attend and how much \$\$ you want to ask people to spend on what they are bringing

Consider how many of each item you need and list it that many times

Share the workbook with everyone invited and ask them to put their name beside # of items you need each person to contribute

Put the Link to the workbook in the calendar invite for easy access

Monitor regularly and communicate gaps

Have a plan for what to do if folks don't cover enough of the items

Tropical Theme

Fruit Platter + yogurt dip
Shrimp Skewers
Veggies & Mango Salsa
Ocean Water Punch (blue lemonade + sparkling water)
Dirty sodas
Tropical Trail Mix
Plantain Chips
Ham & Pineapple Skewers
Dolewhip

Art Gallery Theme

Olives
Pickled vegetables
Prosciutto wrapped melon
Bruschetta
Chocolate covered berries
Gourmet sodas

Kiddo Considerations

Juice boxes
Fruit
Pouches
Cheese sticks

Garden Soiree Theme

Cucumber sandwiches
Mini quiches
Fruit + yogurt dip
Caprese skewers
Lemon herb crostini (crackers/crostini + ricotta or cream cheese + fresh lemon to squeeze)
Iced Tea
Lemonade
Infused water
Sparkling water

No Theme

Veggies + dip
Chips + dip
Mini desserts
Trail mix
Fruit/Protein/Granola bars
Coffee, tea, water

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