

Secret Santa, step by step

The organizer's checklist

One page to keep your plans together. Write down the dates and check off each step so everyone knows what happens next.

01 Agree on the basics

- ☐ Participation is optional; the format and rules are clear.
- ☐ The budget, exchange date and delivery method are agreed.
- ☐ Everyone knows the sign-up deadline and who to ask for help.

Budget: _____ Sign up by: _____ Exchange: _____

02 Prepare the draw

- ☐ The game is created; invitations are sent and everyone has joined.
- ☐ The participant list and any exclusions have been checked.
- ☐ Wishes, interests and gifts to avoid have been collected.
- ☐ After the draw, everyone knows where to find their recipient.

03 Get ready for the exchange

- ☐ A friendly deadline reminder has been sent in advance.
- ☐ For remote exchanges, delivery arrangements and costs are clear.
- ☐ There is a plan for late gifts or someone dropping out.
- ☐ After the exchange, check that everyone received a gift.

Keep assignments out of the group chat. Share addresses and other personal information only with the people who need them for delivery.

[Read the Secret Santa rules >](#)