

# Remote Secret Santa planner

Clear dates, private delivery details and a flexible reveal.

## YOUR PLAN

Group / team

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Organiser / contact

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Total budget per person

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Postage / wrapping included?

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Joining deadline

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Draw date

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Arrival deadline

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Reveal date, time and time zone

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Participating locations

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Approved private delivery channel

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Reveal plan

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Fallback handover plan

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## CHECK BEFORE YOU COMMIT

- ☐ Participation is optional; delivery coverage is agreed.
- ☐ Budget and delivery costs are explained in the invitation.
- ☐ Member list and exclusions checked before drawing.
- ☐ Everyone has time to add wishlist ideas and buy a gift.
- ☐ Current dispatch and delivery estimates checked.
- ☐ Private addresses and matches kept out of the group chat.
- ☐ Delayed parcels and absence have a named contact.

Do not write home addresses or assignments on this shared planner.  
CheckMyBasket does not arrange shipping or collect addresses.

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Read the full guide:

[www.checkmybasket.co.uk/remote-team-secret-santa](http://www.checkmybasket.co.uk/remote-team-secret-santa)