

Secret Santa

Organiser checklist

Agree the plan. Keep the surprise. Tick each step as you go.

YOUR EXCHANGE PLAN

Group name

Organiser / contact

Budget per person

Delivery / wrapping included?

Joining deadline

Draw date

Exchange date / time

Homemade gifts welcome?

Location / remote delivery plan

Giver reveal rule

BEFORE THE DRAW

- ☐ Invite people to opt in; taking part is optional.
- ☐ Agree the budget and what delivery or wrapping costs it includes.
- ☐ Share the joining deadline, draw date and exchange arrangements.
- ☐ Check the member list: CheckMyBasket needs at least three joined people.
- ☐ Review any exclusion pairs in group settings before drawing names.
- ☐ Ask for wishlist ideas within the budget; allow time for shopping and delivery.
- ☐ Draw names once the member list and settings have been checked.

AFTER THE DRAW

- ☐ Ask everyone to keep their match private.
- ☐ Send a reminder with the exchange date, time and location.
- ☐ Arrange handovers for anyone who cannot attend.

Keep private matches and delivery addresses off a shared checklist.