Plan your dessert table

Fill this in before you start baking. Print it or fill it on screen.

OCCASION

DATE AND TIME

NUMBER OF GUESTS

LOCATION

COLORS OR THEME

SERVING SETUP (BUFFET, PLATED, TO-GO)

Guest needs to check

Ask guests ahead of time and confirm ingredients on every label.

- ☐ Food allergies (write which ones below)
- ☐ Dairy-free needed
- ☐ Nut-free needed
- ☐ Gluten-free needed
- ☐ Egg-free needed
- ☐ Vegan needed

NOTES ABOUT ALLERGIES AND DIETARY NEEDS

Dessert menu

List each dessert, where the recipe comes from and how many it serves.

DESSERT	RECIPE SOURCE / LINK	SERVINGS	MAKE AHEAD?	SERVE IN

TOTAL SERVINGS PLANNED _____ GUESTS _____

Make-ahead timeline

Spread the work out. Follow each recipe for what can be made ahead and how to store it.

1–2 weeks before

- [ ] Choose recipes and check pan sizes
- [ ] Write the shopping list (page 4)
- [ ] Order special ingredients or supplies
- [ ] Plan freezing (only if the recipe allows)
- [ ] _____
- [ ] _____

3–4 days before

- [ ] Shop for pantry ingredients
- [ ] Make items the recipe says keep this long
- [ ] Check equipment and serving dishes
- [ ] Plan fridge and counter space
- [ ] _____
- [ ] _____

1–2 days before

- [ ] Shop for fresh ingredients
- [ ] Bake items that hold well, per recipe
- [ ] Make fillings or frostings if allowed
- [ ] Label desserts with common allergens
- [ ] _____
- [ ] _____

Day of

- [ ] Finish frosting and decorating
- [ ] Keep chilled desserts cold until serving
- [ ] Set out serving utensils and labels
- [ ] Pack leftovers promptly after serving
- [ ] _____
- [ ] _____

Shopping list & supplies

Check your pantry first, then fill in what you need to buy.

PANTRY (FLOUR, SUGAR, CHOCOLATE)

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

DAIRY & EGGS

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

FRUIT & FRESH ITEMS

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

DECOR, PACKAGING & SUPPLIES

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐