Cookie Exchange Host Planner 2026

Counting back from Christmas Day: invitations, replies, packaging and swap day

Friday
December 25, 2026

Christmas Day

WHAT IS OPEN, CLOSED OR CHANGED

STATUS	PLACE OR SERVICE	DETAIL
☒ **Closed**	**Federal offices**	Christmas Day is a federal holiday

PLAN AHEAD

WHEN	TO DO	DONE
Sat., Nov. 28 27 days before	Send invitations with the dozens-to-bake number and the allergen rule	☐
Sat., Dec. 5 20 days before	Reply-by date (our plan: Sat., Dec. 5); fix the final guest count	☐
Tue., Dec. 8 17 days before	Collect each guest's cookie on the sign-up sheet (our plan: Tue., Dec. 8)	☐
Fri., Dec. 11 14 days before	Buy tins, boxes, wax paper and labels (our plan: Fri., Dec. 11)	☐
Sat., Dec. 12 13 days before	Swap day (our example: Sat., Dec. 12): tasting plate first, then pack	☐

Key

☒ Closed - not open on the day

My plans

Swap date _____

Start time _____

Place _____

RSVP by _____

Dozens per guest _____

Host phone or email _____

Our cookie exchange notes

Source: U.S. Office of Personnel Management, Federal Holidays (Christmas Day). The swap date and every task date are our planning suggestions, not official dates.