PARALLEL WORLD SHOP · FREE PRINTABLE

Secret Santa Organizer

Plan your gift exchange in one place: the group details, a 7-step checklist, the rules and a sign-up sheet. Print it, fill it in and keep it with your list.

GROUP DETAILS

GROUP OR TEAM NAME _____

EXCHANGE DATE _____

BUDGET PER GIFT ($) _____

WHERE / HOW (IN PERSON OR REMOTE) _____

COORDINATOR _____

SIGN-UP DEADLINE _____

7 STEPS

- [ ] **1. Pick the group and a coordinator**
  One person collects names, sets the budget and runs the draw.
- [ ] **2. Set one budget and say it out loud**
  Say whether it includes tax and shipping.
- [ ] **3. Choose the exchange date and work backwards**
  Made-to-order gifts need production and shipping time. See page 2.
- [ ] **4. Draw the names**
  Nobody draws themselves. Use the free planner at parallelworldshop.com/tools/secret-santa-planner/ so each person sees only their own name.
- [ ] **5. Collect two or three interests from everyone**
  A favorite color or a hobby is enough. No long lists.
- [ ] **6. Order before the deadline**
  Ship to the giver, or straight to the recipient using their address at checkout.
- [ ] **7. Exchange and reveal**
  Open gifts together, then guess who had whom.

HOUSE RULES

- Stay inside the budget so nobody feels over- or under-dressed.
- Choose items that need no sizing unless you know the size.
- Keep the draw secret until the reveal.
- Agree what happens if someone drops out before anyone orders.

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Sign-up sheet and timeline

WHO IS IN

NAME	CONTACT	INTERESTS (2 OR 3)	ORDERED	GOT IT
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐

WHEN TO ORDER FOR YOUR EXCHANGE DATE

Production takes 3 to 5 business days. Shipping takes 3 to 6 business days in the US and 6 to 12 internationally. We add 2 days of production cushion for non-apparel items. Dates count Monday to Friday only, so add a few days for holidays.

EXAMPLE: EXCHANGE ON FRIDAY, DECEMBER 18, 2026

Where and what	Order by
United States, mugs, ornaments, accessories	Tue, Dec 1
United States, apparel	Thu, Dec 3
International, mugs, ornaments, accessories	Mon, Nov 23
International, apparel	Wed, Nov 25

YOUR EXCHANGE DATE: _____ ORDER ACCESSORIES BY _____ ORDER APPAREL BY _____

Need a different date? The free delivery date estimator at parallelworldshop.com/tools/delivery-estimator/ works out the last day to order. Dates are estimates, not guarantees.