Christmas Goodie Bag Planner

Build one bag with the five-item formula, then pack the whole group.

Promotional Product Inc
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Who it is for: _____ Bags needed (headcount + 5%): _____ Budget per bag: $_____

The five-item formula

Part	Examples	Our pick
1. Useful keeper	Mug, tumbler, socks, notebook, blanket	
2. A treat	Chocolate, cookie, popcorn, cocoa, coffee	
3. Small comfort	Lip balm, hand cream, candle, tea	
4. Fun extra	Ornament, puzzle, playing cards	
5. Personal note	Handwritten card or printed insert	

Before you order

- [ ] Headcount confirmed, plus 5% extra
- [ ] Keeper chosen first (sets the budget)
- [ ] Logo proof approved
- [ ] Treats are wrapped and labeled
- [ ] Nut-free option decided
- [ ] Remote addresses collected

Assembly line

- [ ] One table per item, in bag order
- [ ] One person per table
- [ ] Last station adds the note
- [ ] Close and count the bags
- [ ] Pack remote bags in mailers
- [ ] Label with a name or table

Note card (write two sentences)

Tip: put the logo on the keeper only. One branded item feels like a gift.