

FREE COOKIE SWAP PLANNER

Cookie Swap Quantity Planner

Work out how many cookies each baker brings, and label every entry clearly — with six display cards.



6–24
BAKERS

- How many to bake
- Calculator worksheet

6
DISPLAY CARDS

- Six allergen display cards
- Serving + labeling tips

1
COUNTING PLAN

Cookie Swap Quantity Planner

Use this before the invitations go out



FOUR SEPARATE QUANTITIES

- Exchange cookies are packed evenly at the end; tasting cookies are cut into pieces.
- Display cookies stay whole beside the card; reserve cookies replace a dropped one and never join the exchange.

THE CONSERVATION RULE

Exchange cookies per entry = number of bakers × cookies each baker takes from that entry. Tasting, display and reserve cookies are added separately, so the exchange stock always comes out even. This calculator assumes one cookie entry and one take-home pack per baker. Count tasting-only guests under Tasters. Every baker receives the planned quantity from every entry, their own included.

BAKERS (6–24)	TASTERS	TAKE-HOME COOKIES FROM EACH ENTRY
TASTING PIECES PER COOKIE	DISPLAY COOKIES PER ENTRY	RESERVE COOKIES PER ENTRY
RESULT	HOW TO WORK IT OUT	YOUR RESULT
Exchange cookies per entry	bakers × cookies each baker takes from each entry	
Tasting cookies per entry	tasters ÷ tasting pieces per cookie, rounded up	
Cookies to bring per entry	exchange + tasting + display + reserve	
Each baker takes home	number of entries × cookies taken from each	

WORKED EXAMPLE

Example: 12 bakers, 12 tasters, one cookie from each entry, 4 tasting pieces per cookie, 1 display + 1 reserve: 12 + 3 + 1 + 1 = 17 cookies to bring per entry, and each baker takes home 12.

Six Cookie Display Cards

Print another copy for more than six entries; a blank field is never allowed



COOKIE DISPLAY 1		INFO ONLY • NOT A GUARANTEE
ENTRY CODE	COOKIE NAME	
INGREDIENTS		
CONTAINS: TICK ALL YOU KNOW, + UNKNOWN IF UNSURE		
☐ Milk	☐ Egg	☐ Wheat
☐ Soy	☐ Peanut	☐ Tree nuts
☐ Sesame	☐ Fish	☐ Shellfish
☐ Other: _____	☐ None identified	☐ Unknown
CROSS-CONTACT INFORMATION (SHARED KITCHEN, TOOLS)		

COOKIE DISPLAY 2		INFO ONLY • NOT A GUARANTEE
ENTRY CODE	COOKIE NAME	
INGREDIENTS		
CONTAINS: TICK ALL YOU KNOW, + UNKNOWN IF UNSURE		
☐ Milk	☐ Egg	☐ Wheat
☐ Soy	☐ Peanut	☐ Tree nuts
☐ Sesame	☐ Fish	☐ Shellfish
☐ Other: _____	☐ None identified	☐ Unknown
CROSS-CONTACT INFORMATION (SHARED KITCHEN, TOOLS)		

COOKIE DISPLAY 3		INFO ONLY • NOT A GUARANTEE
ENTRY CODE	COOKIE NAME	
INGREDIENTS		
CONTAINS: TICK ALL YOU KNOW, + UNKNOWN IF UNSURE		
☐ Milk	☐ Egg	☐ Wheat
☐ Soy	☐ Peanut	☐ Tree nuts
☐ Sesame	☐ Fish	☐ Shellfish
☐ Other: _____	☐ None identified	☐ Unknown
CROSS-CONTACT INFORMATION (SHARED KITCHEN, TOOLS)		

COOKIE DISPLAY 4		INFO ONLY • NOT A GUARANTEE
ENTRY CODE	COOKIE NAME	
INGREDIENTS		
CONTAINS: TICK ALL YOU KNOW, + UNKNOWN IF UNSURE		
☐ Milk	☐ Egg	☐ Wheat
☐ Soy	☐ Peanut	☐ Tree nuts
☐ Sesame	☐ Fish	☐ Shellfish
☐ Other: _____	☐ None identified	☐ Unknown
CROSS-CONTACT INFORMATION (SHARED KITCHEN, TOOLS)		

COOKIE DISPLAY 5		INFO ONLY • NOT A GUARANTEE
ENTRY CODE	COOKIE NAME	
INGREDIENTS		
CONTAINS: TICK ALL YOU KNOW, + UNKNOWN IF UNSURE		
☐ Milk	☐ Egg	☐ Wheat
☐ Soy	☐ Peanut	☐ Tree nuts
☐ Sesame	☐ Fish	☐ Shellfish
☐ Other: _____	☐ None identified	☐ Unknown
CROSS-CONTACT INFORMATION (SHARED KITCHEN, TOOLS)		

COOKIE DISPLAY 6		INFO ONLY • NOT A GUARANTEE
ENTRY CODE	COOKIE NAME	
INGREDIENTS		
CONTAINS: TICK ALL YOU KNOW, + UNKNOWN IF UNSURE		
☐ Milk	☐ Egg	☐ Wheat
☐ Soy	☐ Peanut	☐ Tree nuts
☐ Sesame	☐ Fish	☐ Shellfish
☐ Other: _____	☐ None identified	☐ Unknown
CROSS-CONTACT INFORMATION (SHARED KITCHEN, TOOLS)		

Display & Serving Safety

Keep information visible and serving tools separate



REQUIRED ON EVERY CARD

- ☐ Entry code and cookie name
- ☐ Complete ingredient list, naming any tree nut and any "Other"
- ☐ Contains: tick every allergen you know is present, plus "Unknown" if you cannot confirm the rest. "None identified" means none found, not a promise
- ☐ Cross-contact information (for example, a kitchen that also bakes with nuts)

COUNT AT CHECK-IN

- ☐ Exchange stock counted; tasting cookies on the tasting tray
- ☐ Display cookie with its card; reserve cookies marked and held back

AT THE TABLE

- A label is information, not a guarantee. "None identified" means the baker found none, not a promise that the cookie suits an allergy, and "Unknown" never replaces what the baker does know. Do not promise that a shared-kitchen cookie is suitable for allergies. Guests decide what they can taste.
- Keep each display card with its cookie, use separate serving tools, and replace a tool if it touches another entry.
- Running a blind tasting? Keep your own private list matching entry codes to makers.

IN THE FULL KIT

The full kit adds blind tasting ballots with abstain and no-entry options, tally sheets, category runoff ballots, packing grids for up to 24 bakers, packing labels, timed plans and awards.