Christmas Gift Planner

List each recipient, track the gift, and keep the date you want it ready to give.

Recipient	Gift idea / listing	Budget (optional)	Ordered	Arrived	Wrapped	Gift date
			☐	☐	☐	
			☐	☐	☐	
			☐	☐	☐	
			☐	☐	☐	
			☐	☐	☐	
			☐	☐	☐	
			☐	☐	☐	

A quick way to use the list Budget is optional. Tick Ordered, Arrived and Wrapped as each step happens.

Gift date is your own date to give the present. Use page 2 for personalized-order details.

Personalized Order Checksheet

Use one sheet per order. Follow the exact listing; leave any field blank when it does not apply.

Recipient and gift — Who is this for?

Exact listing reference — Listing title, URL, or shop reference

Name spelling — Copy exactly if this listing asks for a name

Year or date wording — Only if requested by the listing

Photo (if needed) — Use the photo steps on the exact listing

☐ Not needed ☐ Ready ☐ Sent as listing directs

Garment size (if applicable) — Check the size chart on this listing

Etsy delivery estimate — Copy the range shown for your address; note date checked

Needed-by date — Your own date for giving the gift

Before checkout: review the exact listing fields and compare the current estimate with your needed-by date.